



City of Mountain View

Now accepting applications for:

INTERN (PUBLIC WORKS – ENGINEERING)

Hourly rate of pay (depends on education level and qualifications):

Student Intern I: \$18.15 - \$20.92 per hour

Student Intern II: \$20.58 - \$25.32 per hour

Student Intern III: \$23.69 - \$29.23 per hour

Student Intern IV: \$28.84 - \$35.02 per hour

Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like “wellness,” “empathy” and “innovation” are not merely nice sentiments, but are ideals we strive to achieve in everything we do.

APPLY NOW!

Submit your application and resume online at calopps.org or to the Human Resources Division; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. **This recruitment will close at 5:00 pm PST on Friday, February 17, 2023. This recruitment may close at any time.**

Depending on the number of applicants this process may be altered.

CULTURAL IDEALS:

- Empower People
- Foster Collaboration
- Support Continuous Learning
- Enhance Our Community
- Champion Wellness
- Lead with Empathy
- Embrace Change & Innovation

What's the Role?

We're looking for **TWO highly motivated, passionate, and detail-oriented individuals** to take on the role of Public Work Department Interns in the **Construction and Land Development divisions**. You will join a **fast-paced, dynamic team environment, and will be provided high-level support and training within the Public Works Department**. Selected individuals will be assigned to the Construction or Land Development sections of the department. Selected individual must be able to work on-site at the City of Mountain View City Hall with the internship starting in May or June 2023.

This is a part-time paid position, up to 29 hours per week and does not include benefits. The Intern position is a temporary assignment through Summer 2023. These positions include flexible scheduling and college/university credit may be provided, as applicable. Interns receive direction and guidance from an intern host who is part of the management staff.

The Essentials

Minimum Qualifications:

- Currently enrolled at or recently graduated from an accredited college university in a Civil Engineering program or closely related field.
- Completion of some Engineering courses.
- Possession of a valid Class C California driver's license.
- Knowledge of Microsoft applications including Word and Excel or equivalent platforms.

Highly Desirable Qualifications:

- Previous internship or customer service experience.
- Principals and practical application of computer-aided drafting, design, and systems such

What You'll Do

- Research utility and other record drawings; prepare graphs, diagrams, and tables.
- Assist in review and preparation of plans and specifications for City projects.
- Process permits for street and utility improvements in the public right-of-way.
- Review, revise, file, and update engineering plans and maps.
- Conduct field survey and measurements and collect field data.
- Work and coordinate with other Public Works engineering sections and various City Departments.
- Attend internal and external meetings.
- Help improve procedures.

Are We a Match?

- You are **interested** in working within **local government** and will uphold the City's code of ethics and mission.
- You are highly **motivated, reliable** and **quick-to-learn**, and you **take initiative** and start sentences with “I can...”
- You are able to establish and maintain **effective work relationships** with a diverse population and **work in a team**.
- You are **customer service focused** and can **express yourself clearly and professionally**, both orally and in writing.

The Perks!

- **Growth** – we are committed to exposing you to a work environment that will sharpen your writing, presentation, research, analysis and critical thinking skills.
- **Training** – this internship experience will be supplemented with training and external educational sessions.
- **Networking** – access to a network of professionals in the field of local government.
- **Course Credit** - if applicable, college/university credit may be provided.
- **Extra Extra!** Access to an onsite gym.

Follow us on LinkedIn:



<https://www.linkedin.com/company/city-of-mountain-view/>

Fine Print. Depending on the number of applications, the above process may be altered. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE). Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination. **City of Mountain View requires all employees to be fully vaccinated against COVID-19. This mandate allows for limited exceptions.** NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.