

**ENGINEERING INTERN**  
**Engineering Division/Public Works Department**  
**Part-time Seasonal Position**

Posted: December 14, 2016

The Provo City Engineering Division is recruiting for an intern position. This is an excellent opportunity to gain experience working with a city engineering division.

**Essential Duties:** The individual appointed to this position will be required to perform the following duties: As directed, work on projects in the Engineering Division; assist other department employees as needed, and perform other related duties as required.

**Minimum Requirements:** Bona fide student in an undergraduate or graduate program in Civil Engineering or closely related field; or an inexperienced graduate of such a program.

**License:** Valid, lawful driver's license is required at time of appointment. Applicant may be disqualified on the basis of an unacceptable driving record as reflected by the State Department of Motor Vehicles.

**Selection Factors:** Thorough knowledge of: spreadsheets, word processing, databases, AutoCAD or related GIS/CAD systems; and computers and PC operating systems. Ability to: effectively communicate orally and in writing; interact effectively with co-workers and the public; be self-motivated and exercise sound judgement; and work independently.

**Schedule/Duration:** Average of 25 hours per week, Monday through Thursday, flexible between 7:00 a.m. and 6:00 p.m.

**Wage:** \$12.50 to \$20.25 per hour, depending on experience. Payment will be made by direct deposit.

**Screening:** Based on meeting the minimum requirements and job-related experience, skills, knowledge, and education. Criminal background checks are conducted on all City positions. Non-disclosure may result in dismissal.

**Physical/Environmental Factors:** This work requires the individual to work for extended periods of time on the computer. Position may also require exposure to high-stress situations or environments, including, contact with the public in confrontational or uncomfortable circumstances.

**Pre-Employment Testing:** Prior to appointment, applicant will be required to successfully pass a drug screening and background investigation. Individuals with unsatisfactory drug screening results will be ineligible for appointment or application to any Provo City position for a minimum period of six (6) months.

**To Apply:** Apply online at [www.provocity.jobs](http://www.provocity.jobs) or at the Provo City Division of Human Resources located at 351 West Center, Provo, UT.

**Closing Date:** Thursday, January 5, 2017.

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