



City of Charlotte's Engineering and Property Management Summer Internship Program for College Students

Summary:

The City of Charlotte's Engineering and Property Management Summer Internship Program is designed to recruit diverse college students majoring in Civil Engineering, Surveying, Construction Management or related disciplines. The program provides full-time employment during the summer and offers students real life job experiences.

We are seeking talented students with strong technical and interpersonal skills in the following disciplines: Storm water services, surveying, occupancy space planning, landscape management, building services, and construction and utility relocation. The following summer internships are available:

Engineering & Property Management / Construction Services / Construction and Utility Relocation Interns:

Assist in the field inspection of public works projects under construction, or assisting in coordinating the relocation of utilities in conjunction with the construction of public works projects. Enrollment in a civil engineering or STEM related curriculum is required. *Posting #121643*

Engineering & Property Management / Building Services / Building Services Intern:

Assist the Energy Management Team to prepare documentation for energy and water reporting associated with various facilities and assets maintained by the City. Input, review and verification of energy and water data. Coursework in civil/environmental/energy engineering and technology or related curriculum required. Proficiency with Excel and data analysis preferred. *Posting #121642*

Engineering & Property Management / Survey Division / Survey Interns:

Duties will include assisting field survey crews in locating points for design surveys, establishing property boundaries, topographic surveys, and construction stakeout. Must be able to walk over rough terrain, jump ditches, and work in adverse (hot) weather conditions. *Posting #121637*

Engineering & Property Management / Landscape Management / Landscape Management Intern:

Assist Arborists and Urban Foresters with urban forestry tasks and activities including using ArcGIS to confirm street tree locations, visual inspection of trees to confirm their species and location, as well as rank neighborhoods for tree planting potential, and assist with stewardship for trees planted by volunteers. Coursework in urban forestry, forestry, horticulture, and environmental studies preferred. Ability to identify common tree species of the southeastern US and proficiency with ArcGIS preferred. Must be able to walk from one to two miles over various types of terrain. *Posting #121641*

Engineering & Property Management / Facilities Services / Occupancy Space Planning Intern:

Survey of space and facilities, analyze space utilization, research trends, and develop guidelines and standards. Experience in architecture, interior design or previous experience in office renovations and proficiency in AutoCAD a plus. *Posting #121638*

Engineering & Property Management / Engineering Services Comprehensive Neighborhood Improvement Program / Engineering Services Intern:

Assist in the planning and design of roadway, sidewalk and urban infrastructure projects. Create material for public meetings, perform project documentation tasks, create a photo inventory, assist with response to public inquiries, and other project administration tasks. Enrollment in college civil engineering, urban design, planning or related curriculum is required. Proficiency in ArcGIS is desirable; proficiency with Adobe InDesign is a plus. *Posting #121640*

Engineering & Property Management / Storm Water Services Division / Engineering or Geography Interns:

Assist with storm drainage infrastructure condition assessments and Geographic Information System (GIS) analysis using ArcMap. Field support of confined space inspections of storm drainage infrastructure, GIS analysis to assign attributes to features, perform spatial analysis and database management, and perform hydrologic and hydraulic calculations. Requires significant judgement in traveling; traversing difficult terrain, retaining structures, barriers, and various urban/rural conditions; encountering a wide variety of animals, insects, vegetation and weather; interacting with the public; and experiencing unforeseen conditions/situations in accessing and entering drainage features within the Right of Way, public and private property.

Posting #121639

Position Information:

Candidates will work a 40 hour week between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday for 12-14 weeks, during the summer months of 2017, as schedules allow. Normal work hours may vary depending on the position. Flexibility for school schedules is allowable. The applicant is responsible to provide his/her own transportation to work and housing during the summer internship.

Compensation: \$13.00/ hour

Minimum Qualifications:

Candidates must have graduated from high school and be currently enrolled in an engineering, engineering technology, architecture, construction management, surveying, or related program.

How to Apply:

Applications must be submitted online at <http://charmeck.org/services/category/Pages/JobsEmployment.aspx>

Application Deadline: April 28, 2017

Resume, cover letter, transcript (unofficial will be accepted), and references may be requested for those selected for interviews. If you have any questions regarding the Summer Internship Program for College Students, please contact Kay Jarvis at: Kay.Jarvis@charlottenc.gov.

Final candidates must pass a pre-employment drug-screening test. During the selection process, candidates may be asked to take a skills test, and/or participate in other assessments. Some positions require a good driving record, a valid driver's license and the ability to obtain a City Driving Permit (minimum two year driving history). Candidates may also be required to pass a physical examination, polygraph exam and other evaluation. Criminal conviction checks are required on final internal and external candidate(s) applying for positions with the City of Charlotte.

The City of Charlotte is an Equal Opportunity Employer.

