



THE CITY OF McMINNVILLE
INVITES APPLICATIONS FOR

CIVIL ENGINEERING INTERN
Summer 2018

FULL-TIME TEMPORARY POSITION
WITHOUT BENEFITS
HOURLY PAY \$17.00/Hour

CONSIDER THIS OPPORTUNITY

INTRODUCTION

The City of McMinnville Engineering Department is seeking to hire a summer intern to assist in a wide variety of civil engineering projects related to transportation and wastewater systems; project inspection and management; and public infrastructure asset management, mapping and GIS.

Work hours are 40 per week, from 8am to 5pm, Monday-Friday. The job period shall be for approximately three months roughly from mid-May through late August.. School term ending and beginning dates can be accommodated.

This internship offers an excellent opportunity to gain a wide-ranging insight into the fields of Public Works, Municipal Engineering, and Local Government.



*RESPONSIBILITIES OF THE
CIVIL ENGINEERING INTERN*

The Civil Engineering Intern reports to and works under the general direction and supervision of the Engineering Services Manager.

The person in this position will perform entry-level technical engineering work, and will have an opportunity to learn information gathering and asset condition assessment techniques using GPS data collectors in the field and working with the City GIS system; will assist with City capital improvement projects and develop skills interpreting project construction plans, as-builts and other engineering products; and will assist on other Engineering and Community Development projects as needed.

This position will participate in the design of a variety of engineering projects and performs a variety of drafting assignments using manual and computerized methods; creates and updates drawings, maps, graphs, and charts for engineering use; and, provides data to the City's GIS Specialist.

The Intern will work as part of a team at times, with other City staff, and individually at other times.

McMINNVILLE – THE CITY AND THE COMMUNITY

The City of McMinnville and the community have many advantages to offer. McMinnville has a growing population of 33,000; and is situated in the western portion of Oregon's agriculturally rich Willamette Valley. It is within 50 miles of the ocean and within 30 miles of Salem, the State Capital. The City is home to Linfield College and a satellite campus of Chemeketa Community College. Also, the regionally recognized Gallery Theatre offers plays, musicals, and classes throughout the year.



McMinnville City Hall

The City of McMinnville is a full service city, which provides a broad range of public services including:

- Parks and recreation programs
- Library programs
- Safety and emergency services
- Public works and water reclamation
- Building permits and inspections
- Engineering and community planning

The City of McMinnville has an elected Mayor and City Council. The City Manager and the City's management team handle daily administrative duties. The City's mission is to maintain a safe, livable environment within the community through open governance and the efficient delivery of public services.

QUALIFICATIONS

Knowledge of:

- Civil engineering principles and practices
- Computers and software related to drafting and engineering design;
- Survey principles and practices;
- Inspection and design principles and practices;
- Drafting methods;

Skills:

- Use of drafting tools;
- Use of survey equipment;
- Preparing maps and designs from field investigation notes;
- Mathematical computations through trigonometry;
- Preparing documentation and writing clear and concise reports;
- Gathering and correlating data from a variety of sources; and

Abilities:

- Establish and maintain cooperative working relationships and communicate effectively with others.

TO QUALIFY

Must be a college-level student (or recent graduate) pursuing a career in Civil Engineering, Land Surveying, Construction Management, Geographic Information Systems (GIS), or other related field. Must possess a demonstrable general understanding of public works infrastructure systems, and have the ability to use computers effectively.

Must possess a valid driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this position, the employee is required to stand, walk, sit, talk, hear, use repetitive motion of hand/wrist/feet, communicate, reach and manipulate objects, and move over various terrains. Duties involve decision-making, interpersonal skills, teamwork, creativity, customer service, fluency in English, and independent judgment.

The Intern's work will be both indoors and outdoors, regardless of weather conditions, and will require work within public rights-of-way. They will drive a city vehicle, walk long distances, carry equipment and use personal protective equipment as required.

Otherwise qualified individuals with a disability and known limitations will be reasonably accommodated to perform the essential job duties of this classification.

TO APPLY FOR THE POSITION OF CIVIL ENGINEERING INTERN

Those interested in applying for this position should submit the City of McMinnville's employment application, a cover letter, a current resume that highlights relevant experience and education related to the position, and a written response to the following supplemental application questions (complete written response should not exceed one page):

- Please list your major course of study, and explain why you have chosen this course of study? Please describe your career goals and the type of job you will seek after graduation.

Application materials (cover letter, resume, and supplemental question written response, and City of McMinnville employment application) must be received no later than

Friday April 27, 2018 at 5:00 p.m.

Application materials should be submitted to Ms. Erica Thomas, City of McMinnville, 230 NE Second Street, McMinnville, Oregon, 97128 City employment application forms are available by calling (503) 434-7405, or by emailing

erica.thomas@mcminnvilleoregon.gov, or by accessing the City's website, www.mcminnvilleoregon.gov. Faxed or e-mailed employment applications will not be accepted since original signatures are required.

Tentative Selection Process: Applications and resumes will be screened and responses to supplemental question evaluated during late early to mid-May. Interviews, reference checks and background investigations are planned for early May, and the tentative start date is **June 19, 2018.**



The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need reasonable accommodation (e.g., assistive listening devices) to participate in the recruitment and/or selection process should contact Erica Thomas, the ADA Coordinator (see phone number and e-mail address listed above). Please note that this announcement is intended as a general description of the position and hiring process for the Civil Engineering Intern. This is not an implied contract and may be modified without notice.