

**Open to the Public
As of February 6, 2018**

Internship – Civil Engineering/Civil Design

Primary Duties:

The City of Lancaster Public Works Department is currently accepting resumes for a Civil Engineering/Civil Design Intern. The primary objective of this position is to assist in performing planning, technical and administrative duties for the Public Works Department.

Knowledge, Skills and Abilities:

- Ability to effectively communicate orally and in writing.
- Ability to perform basic drafting in AutoCAD environment.
- Ability to read and interpret construction plans.
- Knowledge and familiarity with the effective use of computers, equipment and software, including Microsoft Office (Word, Excel, PowerPoint).
- Knowledge of operation of GPS equipment and GIS software is beneficial

Work Schedule:

40 hours per week, 8 hours per day, Monday through Friday.

Workday will begin between 7:00 am and 8:30 am and end between 3:30 pm and 5:00 pm, depending on department needs and assignments of the intern. Most work days will be 8:30 am - 5:00 pm with a 30-minute lunch break. Some field work may be required.

This internship is expected to last for 16 weeks between the period of May 2018 and September 2018 depending on the candidate's school schedule and availability. Internship may be extended into Fall 2018 (full or part-time) depending on performance of the candidate and the needs of the Public Works Department.

Education, Training and Experience:

- Graduation from High School or completion of a GED is required.
- Sophomore or Junior enrolled in an engineering or related program at an accredited college or university

Licenses and Certificates:

- Possession of a valid Pennsylvania State Driver's License is required.

Salary: \$12.50 per hour; (not benefits eligible)

The City Job Application is available at <http://www.cityoflanasterpa.com/government/city-job-listings>.