



## City of Loma Linda

*A City focused on Health and Prosperity*

Invites your interest for the position of

# ENGINEERING INTERN

**CLOSING DATE: CONTINUOUS—Applications are kept on file & reviewed as needed**

**Salary \$14.57/Hourly (19-20 FY)**

**Part time (limited to 1,000 hours per FY)**

### THE DEPARTMENT

The Engineering division is housed in the public works department. The Engineering division is responsible for the sections relative to plan check, construction inspection, consultant-contract administration, contract project administration and various regional programs that involve transportation, solid waste, storm water management and public utilities. The department's duty is to implement and cooperate in those programs established and/or mandated by federal, state, county, and special districts.

### THE POSITION/DUTIES

The intern will be assigned to the engineering division of the public works department, and will receive instruction and training from engineering staff. Under engineering staff guidance, the student intern may:

- Gain familiarity with field review and office paperwork related to construction management: site, topographic, landscape, and architectural plans
- Use ArcView desktop GIS, AutoCAD and related software
- Provide general customer service and explain routine information to members of the public
- Provide technical support to engineering staff by conducting research, preparing maps and creating graphics
- Prepare documents for projects and presentations
- Assist in the enhancement of the department's record keeping system by organizing and computerizing files, plans and records
- The intern may be assigned their own project (s)
- Perform related duties as assigned by senior engineering division staff
- Perform traffic counts

### QUALIFICATIONS

- Must be currently enrolled as a student in a college or university
- Must possess a valid California Class C driver's license and an acceptable driving record
- May be required to successfully pass a background investigation prior to the start of the internship (including a live-scan & pre-employment physical)

### HOW TO APPLY

The application form can be found online: <http://www.lomalinda-ca.gov>. Complete & submit a city application form and email it to Human Resources. **Please note, the department accepts applications on a continuous basis and there may not be a current opening.;** Number of openings: 1– updated August, 2019.

- Mailing address:      Attn: Human Resources  
25541 Barton Road  
Loma Linda, CA 92354
- E-mail: [LMendoza@lomalinda-ca.gov](mailto:LMendoza@lomalinda-ca.gov)

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