



CITY OF SHAWNEE, KANSAS
invites applications for the position of:

Engineering Intern

SALARY: Not Displayed
OPENING DATE: 03/01/19
CLOSING DATE: 03/18/19 04:00 PM

POSITION SUMMARY:

This seasonal Intern position will assist the Public Works Engineering staff and the Assistant Public Works Director with a variety of duties related to civil engineering and project management. This employee should be flexible and possess exceptional communication, research, analytical, organizational and computer skills. Interaction is direct with the public, contractors, vendors, consultants and other departments of the City.

In general, this position requires a commitment of 35 - 40 hours per week during the summer months, with some flexibility in how these hours are set up depending on the student's other commitments. ***Pay range for this position will begin at \$14.50 per hour.***

POSITION RESPONSIBILITIES:

Capital Improvement Projects. Assist in updating project schedules, manage contracts and process invoices.

Field Work. Perform project inspection duties in the field. Perform minor surveying tasks in the field. Measure quantities in the field for use in project pay estimates

AutoCAD / GIS. Perform updates on City Standard Details in CAD. Prepare maps and exhibits in GIS for reports/presentations.

Permitting. Assist with permits including disseminating permit information and issuing permits related to ROW, etc.

Support. Support other departments and perform other duties, as deemed necessary or assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma required.
- Enrollment towards a Bachelor's Degree program in Civil Engineering or a related field.
- Coursework in a related field.
- Valid Driver's License with an acceptable driving record.
- Ability to pass background investigation, post offer employment physical and drug screen.

SUPPLEMENTAL INFORMATION:

For consideration interested applicants should submit a City of Shawnee employment application at www.cityofshawnee.org. If reasonable accommodation is necessary to apply or further information is needed, please contact Human Resources, Shawnee City Hall, 11110 Johnson Drive, Shawnee, KS 66203.

If you experience technical issues with the online application process, please contact Applicant Support at (855) 524-5627.

Thank you for your interest in employment with the City of Shawnee, Kansas.

EOE M/F

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofshawnee.org>

Position #20190301
ENGINEERING INTERN
KL

11110 Johnson Drive
Shawnee, KS 66203
913-742-6241

personnel@cityofshawnee.org

Engineering Intern Supplemental Questionnaire

- * 1. Do you have a High School Diploma or the equivalent?
 Yes No

- * 2. Are you currently enrolled in a Bachelor's degree program in Civil Engineering or a related field?
 Yes No

- * 3. What is your anticipated graduation date, and what degree will you have obtained?

- * 4. What scheduling conflicts would you have over the summer months?

- * Required Question