

# Minneapolis Public Works Undergraduate Internship Program 2019

Summer Positions!



## GIS Summer Intern

Networking and hands-on experience for undergraduate students.

The Department of Public Works designs, builds and maintains the City of Minneapolis' infrastructure, which includes but is not limited to: streets and bridges, public buildings, City fleet of vehicles, storm and sanitary sewer system, drinking water treatment and distribution, parking ramps and surface lots, traffic signals, signage and striping; solid waste and recycling, and more. [www.minneapolismn.gov/public-works](http://www.minneapolismn.gov/public-works)

### The Internships

The Surface Water & Sewers Division of Public Works is responsible for planning, designing, operating, and maintaining the sanitary sewer and drainage systems within the City of Minneapolis.

We are currently seeking qualified candidates to fill the following internship positions:

- SWS Planning and Design
- SWS GIS
- Water Resources Regulatory

Under immediate supervision, assist civil engineers and senior engineering technicians with various data entry projects – inclusive of geographic mapping, reporting, modeling, and updating of infrastructure improvements in spatial map.

Apply Today!

Applications due February 28, 2019

### Application Procedure

Apply online at [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs) including a cover letter and resume on or before **February 28, 2019**. You may apply for multiple internship positions.

### Questions?

**Contact:** Monique Fish, City of Minneapolis Public Works

**Email:** [Monique.fish@minneapolismn.gov](mailto:Monique.fish@minneapolismn.gov)

### All applicants must:

- Be 18 or older
- Have a valid driver's license
- Registered for college
- Be willing to work outdoors in all types of weather

### Compensation:

- Varies with education and experience
- Wages typically start at \$15.00/hour (effective: Jan 2019)

### Duration:

- May to August
- Possibility to extend thru. Nov

### Hours:

- 40 hours per week
- Mon.-Fri. 7am – 5pm
- Willing to accommodate school schedules

*Public Works has determined that a criminal background check, qualifications check and /or Drug and Alcohol testing may be necessary for these titles.*

## SWS Planning and Design Intern

There are planning and design intern positions currently available to assist engineers working on the City's flood mitigation, CSO, and I/I Reduction Programs.

**Location:** City of Lakes Building, 309 South Second Avenue (Minneapolis). May occasionally include field work.

### Job Duties:

- Create and organize hydrologic / hydraulic models used for flood analysis.
- Research and organize sanitary sewer and drainage system records.
- Complete field-investigations of sewer and drainage system infrastructure.
- Assist engineers with other tasks as assigned.

### Minimum Qualifications:

- Working toward a Degree in Civil Engineering or related field.
- Exceptional computer skills, including expertise using Microsoft Excel.
- Ability to work independently.

### Preferred Qualifications:

- Experience using ESRI ArcGIS, working with databases, and creating GIS data.
- Experience using XP-SWMM or other hydrologic / hydraulic modeling software.
- Experience creating, reading, and / or interpreting engineering plans.
- Coursework in hydrology, GIS, and / or hydraulics.

## SWS GIS Intern

There are two full-time Geographic Information System (GIS) intern positions available.

**Location:** Hiawatha Yard 1901 26th St E (Minneapolis).

### Primary Job duties:

- GIS data entry and editing, and reading and interpreting engineering plans and drawings.
- Additional duties may include organizing documents, scanning documents, preparing or working with spreadsheets/databases, and other tasks as assigned.

### Preferred Qualifications:

- Computer software skills with at least 3 months of education and/or experience using ESRI ArcGIS, working with geodatabases and/or shapefiles and editing.
- Working knowledge of Microsoft Office (Excel, Word, Outlook and Access).

- A high level of attention to detail, the ability to do repetitive work, the ability to work independently, and a willingness to learn.
- Basic knowledge of computer-aided drafting is beneficial.

## Water Resources Regulatory

There are two Geographic Information System (GIS) intern positions currently available.

**Location:** City of Lakes Building, 309 South Second Avenue (Minneapolis) and includes a significant amount of field work.

### Primary Job duties:

- Outfall inspections to support dry weather monitoring program
- GIS data entry and editing, and reading and interpreting engineering plans and drawings.
- Editing and updating of the City Water Quality Model
- Processing account requests and changes for the Stormwater Utility Program
- Account and application reviews and field inspections to support City Stormwater Utility Credit Program
- Additional duties may include organizing documents, scanning documents, preparing or working with spreadsheets/databases, and other tasks as assigned.

### Preferred Qualifications:

- Computer software skills with at least 3 months of education and/or experience using ESRI ArcGIS, working with geodatabases and/or shapefiles and editing.
- Working knowledge of Microsoft Office (Excel, Word, Outlook and Access).

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