

Minneapolis Public Works Undergraduate Internship Program 2019

Transportation Engineering & Design 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

Internship Positions Available:

- **TED Construction Field Inspection Intern**
 - **8** Positions available
- **TED Construction Field Inspection LAB Intern**
 - **4** Positions available
- **TED Land Survey Intern**
 - **5** Positions available
- **TED Street Engineering & Design Intern**
 - **1** Position Available

Application Procedure:

Apply online at www.minneapolismn.gov/jobs including a cover letter and resume on or before **February 28, 2019**.

You may apply for multiple internship positions.

Apply Today!

Applications due: February 28, 2019

Questions?

Contact: Monique Fish, City of Minneapolis Public Works

Email: Monique.fish@minneapolismn.gov

All applicants must:

- Be 18 or older
- Have a valid driver's license
- Be 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. Hours vary see position
- 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 this position.

TED Construction Field Inspection (CFI) Internship

There are **eight** full-time Construction Inspection intern positions available in **summer 2019**. City will consider additional part-time work **spring and fall of 2019**, if candidate is available full-time for the summer.

Location: The office is located at 309 2nd Ave S. Minneapolis, MN and the actual work sites will be located throughout the City.

Work Hours: Monday - Friday 7:00AM – 3:30PM with the possibility of overtime during the week as well as on weekends, depending on the workload.

Primary Job duties:

- Assist in the construction inspection of roadways, bike paths and bridges
- Assist with documentation and monitoring of daily construction operations done by private contractors on City construction projects
- Additional duties may include organizing documents, scanning documents, preparing or working with spreadsheets, and other tasks as assigned.

Minimum Qualifications:

- Working towards a Bachelor's Degree in Engineering or other related field, or enrolled/graduated from a technical school program.
- 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/or on a team
- Willingness to learn

Preferred Qualifications:

- Basic knowledge of reading and interpreting engineering drawings
- Experience with municipal construction

TED Construction Field Inspection LAB Intern

There are **four** full-time Construction Inspection intern positions available in summer 2019. City will consider extending the position into the fall of 2019, depending on job performance. Work conditions include laboratory with considerable field work.

Location: The engineering lab is located at 1901 E 26th St. Minneapolis, MN.

Work Hours: Monday - Friday 7:00AM – 3:30PM with the possibility of overtime during the week as well as on weekends, depending on the workload.

Primary Job Duties:

- Assist in testing various construction materials and soils in the lab and in the field.

- Keep records of tests conducted.
- Prepare reports with analysis and related written documentation as required.
- Record sub-grade evacuation and plot soil profiles for construction projects.
- Perform cleaning and maintenance duties in the lab as required.
- Assist in repairing, calibrating, and maintaining equipment.

Minimum Qualifications:

- Working towards a Bachelor’s Degree in Engineering or other related field, or enrolled/graduated from a technical school program.
- A high level of attention to detail, the ability to do repetitive work, the ability to work independently and/or on a team
- Willingness to learn

Preferred Qualifications:

- Experience with municipal construction
- Experience working in a laboratory involving use of chemicals and testing equipment for construction materials testing is preferred.
- Ability to make mathematical calculations
- Good knowledge of the use chemicals and lab equipment.
- Ability to prepare reports on quality of materials tested.
- Good Communication skills.

TED Land Survey Intern

There are **five** full-time land survey intern positions available in summer 2019. City will consider extending the position into the Fall of 2019, depending on job performance.

Location: The office is located at 309 2nd Ave S. Minneapolis, MN and the actual work sites will be located throughout the City.

Work Hours: Monday - Friday 7:00AM – 3:30PM with the possibility of overtime during the week as well as on weekends, depending on the workload.

Primary Job Duties:

- Have an active role in performing field work for topographic surveys, horizontal and vertical control, construction staking, easements and boundaries
- Operate survey equipment such as Total Station, data collector, survey levels and GPS equipment
- Perform survey and property boundary research
- Make precise surveying measurements
- Perform surveying calculations

- Maintain records related to work activities; prepare reports
- Assist Crew Chief in completion of assigned tasks

Minimum Qualifications:

- Working towards a Bachelor's Degree in Engineering or other related field, or enrolled/graduated from a technical school program.
- A high level of attention to detail, the ability to do repetitive work, the ability to work independently and/or on a team
- Willingness to learn

Preferred Qualifications:

- Experience working with survey equipment
- Ability to do surveying calculations with speed and accuracy
- Basic knowledge of CAD software (Microstation)

TED Street Engineering & Design Intern

There is **one** full time Street Engineering & Design intern position available for **Summer 2019** to assist the design team responsible for engineering and designing of city street construction projects. The City will consider extending the position into Fall of 2019 for exceptional candidates.

Location: Work site is located at the City of Lakes Building, 309 South Second Avenue (Downtown Minneapolis, MN) and may occasionally include field work.

Work Hours: Work days and hours are flexible but are limited to the days of Monday – Friday and within the hours of 7:00AM – 5:00PM.

Primary Job Duties:

- Assist in collecting and reviewing existing project data
- Assist in developing and evaluating concept layouts
- Assist in preparing preliminary and detailed plans, and estimates
- Assist in other tasks as assigned.

Minimum Qualifications:

- Working towards a bachelor's Degree in Engineering or other related field, or enrolled/graduated from a Technical School Program in Engineering or other related field, and

- A high level of attention to detail, the ability to do repetitive work, the ability to work independently and/or on a team
- Willingness to learn

Preferred Qualifications:

- Experience using CAD software.
- Experience using Microsoft Office Software
- Experience creating, reading, and / or interpreting engineering plans.



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Questions?

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PW Intern Website: <http://minneapolismn.gov/publicworks/Interns/index.htm>