COMPENSATION: $12.01 - $14.01/hour

FINAL FILING DATE: Applications accepted until filled.

THE POSITION: This is a part-time position, with a minimum commitment of 20 hours per week. The internship is anticipated to begin by mid-June and will continue subject to funding and need. There will be some flexibility with working hours and efforts will be made to accommodate class schedules if applicable. The position will serve to assist the public works department and engineering division with various functions including administrative processing, permit issuance, plan processing, document management, field assignments, and as needed support. It is anticipated that there will exposure to AutoCAD and capital projects, in addition to the design and construction process where possible.

EXAMPLE OF DUTIES:
1. Process transportation permits and provides support to encroachment permit issuance
2. AutoCAD tasks
3. Assist at the public counter
4. Perform basic field assignments
5. Assist with development plan processing & misc design projects
6. Compose letters and reports as necessary
7. Assist with various administrative duties
8. Perform other related duties as assigned

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:
1. Ability to communicate clearly and concisely in verbal, written and graphic form.
2. Ability to perform research and compile statistical information.
3. General knowledge of engineering principles and practices.
4. Ability to understand and interpret City Codes and Engineering Design Standards.
5. Ability to keep accounts and detailed records.
6. Ability to develop and maintain effective working relationships with other city employees, other agencies and the general public.
7. GIS/AutoCAD experience is desirable.

MINIMUM QUALIFICATIONS: Current enrollment in upper division or graduate level classes in a college or university degree program, in engineering, public administration, or related field.


APPLICATION AND SELECTION PROCEDURE
To obtain an application form you may:
- Call 714/961-7110 to request one be mailed to you.
Download from the City website – https://www.yorbalindaca.gov/227/Employment-Opportunities
Visit City Hall at 4845 Casa Loma Avenue, Yorba Linda, California 92886.

Submit the **signed application**, cover letter, resume, and other documents via mail or drop off the application and attachments to the address as follows:

City of Yorba Linda
4845 Casa Loma Avenue
Yorba Linda, CA 92886

ATTN: Public Works Department

**Applications are not accepted via email or by fax and unsigned applications will not be considered.** If you have any questions, please email to Rick Yee at ryee@yorbalindaca.gov.

**Selection:** Applicants will receive notifications either by email or phone regarding their status in the recruitment process.

The City of Yorba Linda does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment. Any qualified individual with a disability must provide reasonable notice to the Personnel Department prior to the final date of an examination.

In compliance with the Immigration Reform and Control Act of 1986, all new employees hired by the City must verify identity and entitlement to work in the United States by providing required documentation.

AN EQUAL OPPORTUNITY EMPLOYER