City of Laguna Niguel
EMPLOYMENT OPPORTUNITY

ENGINEERING INTERN
$13.69 - $16.64 per hour
Flexible Hours – Approx. 25 hours per week

FILING DEADLINE:
Open until filled

PRIMARY FUNCTION:
Under supervision, perform a variety of duties in support of the Public Works and Engineering office.

EXAMPLES OF DUTIES:
Assist staff with research, projects and reports
Provide verbal and/or written information in response to inquiries and requests from the public
Create maps and edit in City’s GIS layers and databases
Perform minor as-built drafting assignments
Conduct assigned traffic and engineering surveys
Perform minor field inspections/collect data
Prepare visual aids such as slide presentations, photo renderings, charts and graphs
Scan records for Document Imaging Management System

MINIMUM QUALIFICATIONS:
The City is seeking a motivated individual interested in working in the field of civil engineering and its application in the public sector. The ideal candidate should be a Junior or higher student from an accredited college/university majoring in Civil Engineering or a closely related field. Good technical background and computer proficiency are essential.

KNOWLEDGE OF:
Geographic Information Systems (GIS) concepts
AutoCad drafting concepts
Basic engineering principles and research practices
Entry-level Civil Engineering drafting
Preparing visual aids with Microsoft Office, ArcGIS, AutoCAD and Adobe software packages

ABILITY TO:
Effectively communicate verbally and in writing
Organize various office files/plans
Interpret municipal procedures, codes and regulations
Operate a motor vehicle
Work independently and be a problem solver
LICENSES:

A valid California driver’s license.

APPLICATION PROCEDURE:

Application forms may be obtained from the City of Laguna Niguel at 30111 Crown Valley Pkwy, or by visiting the City’s website at www.cityoflagunaniguel.org. Applications must be filled out completely and must show that the minimum qualifications are met. Resumes will not, nor will references to a resume be accepted in lieu of a completed City application. Completed City applications should be submitted to Hresources@cityoflagunaniguel.org or by mail or in person to the address below. Based upon information presented on the application, those applicants possessing the most suitable qualifications will be requested to continue in the recruitment process. All applicants will be notified by email of the results of the selection process.

EQUAL OPPORTUNITY EMPLOYER:

The City of Laguna Niguel recruits and hires without regard to race, color, religious creed, physical or medical condition or handicap, sex, age, marital status, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise.

SPECIAL NOTICE:

The Immigration Reform and Control Act of 1986 require that the applicant be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire.

This job bulletin does not constitute an expressed or implied contract and provisions contained herein may be modified or revoked at any time without prior notice or agreement.

NOTE: Offers of employment are conditional upon successful completion of a job-related physical examination including drug screen.