Department of Public Works Internship

**SUMMARY:** Observe and participate in activities associated with the Department of Public Works (DPW) operations, records keeping, and engineering. Focused on more technical/computer related aspects of DPW such as GIS, GPS, asset management, civil engineering, and surveying. Experience a work place setting and gain an understanding and appreciation of a career as a public servant.

**ESSENTIAL FUNCTIONS:** An eligible applicant may be called upon to participate in any or all of the following activities: (These examples do not include all of the tasks an intern may participate in.)

- Learn about DPW functions and activities – how utility systems work, utility crew operations, and civil engineering. Learn to review and comprehend records drawings, scaling, profile, and details. Observe & record construction activities and engineering duties.

- GIS – Assist with the development, management, and maintenance of the City’s GIS. This potentially consists of aligning points with GPS data, entering attributes, and learning how the different software packages and systems function and work together.

- Prepare maps to be used by field crews or customers.

- GPS – Utilize survey grade GPS equipment to acquire coordinates on utility structures, such as manholes, hydrants, valves, storm inlets, etc.

- Miss Dig Assistance – Learn about the miss dig utility locate request system, looking up records and applying that knowledge in the field, assist Utility Locator.

- Learn and assist with performing general civil engineering and surveying duties.

- Review and edit sewer televising videos, attach to GIS assets.

- Records Keeping Duties – Scanning, archiving, inputting information into MS Access or other database software.

- Observe storm water outlet conditions in dry weather – Photograph, sample, and record data.

- Provide assistance to the Environmental Programs Coordinator for special events.

- Attend relevant DPW staff meetings.
**MINIMUM QUALIFICATIONS:**

- Enrolled in a GIS or other related program at an accredited institution.
- Minimum 2.5 GPA
- Must have a valid standard driver’s license
- Must understand verbal and written materials and instructions; communicate effectively with the public, outside agencies, and city staff in a variety of situations
- Physical Requirements & Working Conditions: Keyboarding; reading; writing; eye-hand coordination; seeing (near and/or far, color vision, depth perception, field of vision); hearing; talking, public speaking; contact with general public; using the telephone; lifting up to 50 lbs; ability to climb into excavation trenches; working around dust, hazardous machinery, loud noise; working outside, near traffic, alone, and in all types of weather conditions.
- Exhibit a level of proficiency using computers and general understanding of various software applications, such as Microsoft Suite products, ArcGIS, and AutoCAD.
- Familiarity with basic civil engineering principles and surveying equipment.
- Attendance and punctuality are essential functions to this position.
- This position has flexible working hours to accommodate the student – standards DPW hours are 7:30 am – 4 pm, Monday – Friday.

**DETAILS:**

SUPERVISION RECEIVED: DPW Records Manager or other designated official
HOURS: 15 – 30 Hours / Week
PAY: $12.00 / Hour
TIMEFRAME: 6 Months – 1 Year

Interested candidates should submit resumes via email in PDF format to:

Andrew Michalowski, DPW Records Manager
ajmichalowski@battlecreekmi.gov

Resumes need to be received by 5:00 pm on **Friday, November 20**th.