



City of Seattle
STUDENT INTERNSHIP

COOPERATIVE INTERNSHIP
Seattle City Light – Safety & Health
JOB #35-2008

POSITION: Safety and Health Intern

Seattle City Light's Division of Safety and Health is committed to promoting a total safety and health culture through clear communications, innovative solutions, regulatory compliance, quality education and effective policies that create an incident-free workplace. The intern will develop and perform a comprehensive hazard analysis for Seattle City Light, including general industrial hygiene monitoring needs.

DUTIES

- Assist the Safety Unit with planning, coordinating, and conducting employee noise exposure monitoring, noise surveys of equipment and areas, respirator fit testing, air contaminant exposure monitoring, job hazard analysis and associated administrative duties.
- Other duties as assigned.

REQUIREMENTS

Enrollment: Applicants must be undergraduate juniors or seniors pursuing a degree in a safety/industrial hygiene/occupational health related program. **Employment during the summer is permitted without enrollment in courses if the intern is pre-registered for the fall term. During the school year the intern must be enrolled full-time for the equivalent of at least 12 credits for the duration of the internship. Verification of enrollment is required.**

Minimum Qualifications: Ability to work both independently and cooperatively within a team environment. Strong analytical, research, communication and writing skills.

Desired Qualifications: Familiarity with computers utilizing Word, Excel and GroupWise to prepare and write reports and correspondence.

License or Other Requirements: Applicants must have a current and valid Washington State Driver's License. Selected intern will be required to produce a **complete** Driving Abstract.

POSITION BEGINS

It is anticipated the position will start on or near August 21 and continue through the end of the school year.

WORK LOCATION

South Service Center

WAGE AND HOURS

\$16.62 per hour for undergraduates. During the summer it will be a 40-hour work week which can be scheduled between the hours of 7:30 am and 4:30 pm, Monday through Friday through the end of summer break. During the school year, a flexible schedule can be maintained working at least 15 hours per week between the hours of 7:30 am and 4:30 pm, Monday through Friday.

HOW TO APPLY

Provide the following:

- A Cover letter
- A Resume outlining experience and qualifications
- An Intern Application Form available at: http://www.seattle.gov/personnel/employment/pubs/intern_application.pdf
- A **Transcript** of completed courses (unofficial is okay for the application; official will be required at time of hire)

Incomplete application materials will not be accepted. Send materials to: Andrea Lowe, Employment Specialist; City of Seattle Personnel Department, Seattle Municipal Tower, PO Box 34028; Seattle, WA 98124-4028 or andrea.lowe@seattle.gov.

FILING CLOSES: Open until filled