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# 2015 Specialized Internships

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## ABOUT OUR 2015 SPECIALIZED INTERNSHIPS

Seattle City Light, the Nation's Greenest Utility, is recruiting for a number of internships that will start in Summer 2015. We will offer a mix of summer-only and year-long internships. Year-long positions are ideal for full-time students based in the Seattle area who are available to work part-time during the academic year and build a richer work experience with us.

## POSITIONS

The Specialized Internships include a variety of positions for which we are seeking a unique academic focus, a variety of backgrounds, and/or specialized skills/training.

In this document, you will find job descriptions for the following 2015 College Internships:

- Construction/Project Management Interns
  - [Alaskan Way Viaduct](#)
  - [Capital Projects](#)
  - [Denny Substation](#)
  - [South Service Center](#)
- Culinary Interns
  - [Skagit Valley](#)
- Safety, Health, and Wellness
  - [Compliance](#)
  - [Industrial Hygiene](#)

## HOW TO APPLY

Visit the [City of Seattle Career Center](#) and select the **Specialized Internships–Seattle City Light** posting.

Complete the online application. In the supplemental questions, you may indicate up to three positions you want to be considered for.

You will also attach the following documents:

- Your unofficial transcript: including current coursework and cumulative GPA
- Resume
- Cover letter explaining how your coursework and experience qualify you for the internship/s you are applying to

All application materials must be submitted by February 17, 2015 at 4:00 p.m. Pacific Time. Incomplete application packages will not be considered.

Job offers are contingent on the verification of credentials and other information required by the employment process including the completion of a background check and criminal history review.

The City of Seattle is an Equal Opportunity Employer that is committed to diversity in the workplace. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.

## MORE ABOUT SEATTLE CITY LIGHT

- [Seattle City Light](#)
- [2015-2020 Strategic Plan](#)
- [Internship Program](#)

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## Construction/Project Management Intern (Alaskan Way Viaduct)

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<b>Job type:</b>	One College Intern (Summer)
<b>Start/End dates:</b>	June-September 2015
<b>Hours:</b>	Approximately 40 hours per week during the summer between 8:00 am - 5:00 pm, Mon-Fri
<b>Location:</b>	Seattle Municipal Tower, Seattle, Washington
<b>Salary:</b>	\$15.12/Hour

### POSITION DESCRIPTION

The Alaskan Way Viaduct Relocation team, a unit within Asset Management and Large Projects, oversees the interests of City Light ratepayers on construction of the Seawall, demolition of the Alaska Way Viaduct, design of Waterfront Seattle, and reconstruction of SR99. Work of the unit involves coordination with City Light engineers, other City departments, and outside agencies, as well as coordination with numerous outside consultants. Work requires some construction supervision and familiarity with policy and procedures at City Light and with City contracting.

### JOB RESPONSIBILITIES

Intern will help organize files, schedules and deliverables, take notes at off-site meetings, monitor action items, and assist on site visits, under direction of the PMs for each project. This may include inventory of SCL assets and assisting in organizing and running meetings. Intern will also assist the Project Assistant in filing and dispersing information as needed. Intern will report to PMs and PA, and ultimately to the Program Manager.

### EDUCATIONAL BENEFIT TO THE STUDENT

Intern will gain knowledge and experience of major construction project organization and management, specifically related to public construction. Opportunity to see educational lessons put into practice in the some of the largest design and construction projects in the world- the Seattle Seawall, the Waterfront Seattle design and the take-down of the Alaskan Way Viaduct. Additionally, because this unit is small, there will be many opportunities to contribute meaningfully.

### QUALIFICATIONS

**Education:** Open to full-time rising sophomore, junior, or senior undergraduate students studying Engineering, Architecture, Project Management, Construction Management, or a related major. Student must be registered full time for the Fall 2015 quarter/semester. Student must maintain at least a 2.0 GPA (undergraduate) throughout the internship.

**Skills:** Must possess computer skills, including Word, Excel and other MS Office applications; familiarity with reading plans and spreadsheets; ability to learn and adapt. Ideally, the candidate will have some construction or design experience, some knowledge of electrical terminology, and the ability to develop options and make recommendations.

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## Construction/Project Management Intern (Capital Projects)

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<b>Job type:</b>	One College Intern (Year-long)
<b>Start/End dates:</b>	June 2015 – May 2016
<b>Hours:</b>	Approximately 40 hours per week during the summer and up to 20 hours per week while class is in session. Hours scheduled between 8:00 am - 5:00 pm, Mon-Fri, and adjusted to class schedule.
<b>Location:</b>	Seattle Municipal Tower, Seattle, Washington
<b>Salary:</b>	\$15.12-\$18.53/Hour

### POSITION DESCRIPTION

The PPD Capital Program Management Unit is a group of project managers that oversee capital improvement projects at SCL's hydro generation facilities. We help "keep the lights on" by leading teams of engineers, scientists and other professionals to accomplish needed upgrades that ensure we deliver reliable, safe and environmentally friendly power. We are responsible for creating and managing the scope, schedule and budget for each project. Our projects range in cost from \$50K to \$16 Million. We do quite a bit of travelling to the hydro generating sites in King, Whatcom and Pend Oreille counties.

### JOB RESPONSIBILITIES

The project management intern will be expected to prepare project management documents under the direction of a senior project manager. These documents include project charters, project management plans, risk registers, MS Project schedules, and change request forms. Other duties will include travelling to project locations before or during construction to photo document construction, scheduling project meetings, organizing project electronic records, and other miscellaneous duties. These activities will give the intern a good introduction to project management best practices and how any project is scoped, budgeted, designed, built, monitored, and closed out. The intern will produce discreet work products that they can "own".

### EDUCATIONAL BENEFIT TO THE STUDENT

Gain an understanding of how to work with a team of engineers, scientists and other professionals to achieve a common goal. Gain an understanding of project management practices, principals and tools which are easily translatable to any field. Gain an understanding of how hydroelectric power is generated and general construction practices. Learn use of MS Project to schedule projects. Improve communication and organizational skills.

### QUALIFICATIONS

**Education:** Open to full-time rising junior and senior undergraduate and graduate students studying Engineering, Construction Management, Project Management, Architecture, or a related major. Students must be enrolled full time and maintain at least a 2.0 GPA (undergraduate) or 3.0 GPA (graduate) throughout the internship.

**Skills:** Familiar with MS Office software. Willingness/ability to travel to hydroelectric generation sites occasionally for day-long field trips.

Ideally, the candidate is familiar with Microsoft Project and possesses: strong verbal and written communication skills; ability to work independently; good organizational skills; ability to communicate with diverse groups of people; ability to read engineering drawings; knowledge of hydroelectric power generation; knowledge of general safety practices; and knowledge of project management principles.

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## Construction / Project Management Interns (Denny Substation)

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<b>Job type:</b>	Two College Interns (Year-long)
<b>Start/End dates:</b>	June 2015 – May 2016
<b>Hours:</b>	Approximately 40 hours per week during the summer and up to 20 hours per week while class is in session. Hours scheduled between 8:00 am - 5:00 pm, Mon-Fri, and adjusted to class schedule.
<b>Location:</b>	Denny Network Project Office, Seattle, Washington
<b>Salary:</b>	\$15.12-\$18.53/Hour

### POSITION DESCRIPTION

Intern will support the Project Manager of the Denny Network Distribution Project and their Construction Management team in execution of the final design and construction of the Denny Network Distribution Project: Provide support in the planning, monitoring, and execution of design and public works construction contracts, track deliverables, process written and verbal communications, assist with inspection of field work, and support estimating and scheduling efforts within the Denny Network Distribution Project Construction Management Team. The intern will become an integral part of a Construction Management team during the completion of future design (Denny Network Phase 3) and the start of a 2 year construction project (Denny Network Phase 1 & 2).

### JOB RESPONSIBILITIES

Duties include supporting meetings and written and verbal communications with the Contractor and Design Team (attending the Contractor's Coordination and Design Team meetings, reviewing, routing, and consolidating comments for RFIs, Submittals, Shop Drawings, and other correspondence), assisting with the inspection of work in the field to ensure quality and safety, performing independent cost estimates and quantity takeoffs, and assisting with the updating of the overall Denny Substation Program schedule.

Goals include becoming familiar with the day-to-day activities involved with the execution of both a design consultant contract and a major public works contract in a complex urban environment, such as managing communications with contractors, managing change orders and design changes, understanding and minimizing construction impacts to the public, and ensuring delivery of a safe and quality project.

### EDUCATIONAL BENEFIT TO THE STUDENT

The intern will gain professional exposure to and knowledge in the disciplines of both Construction Management and Project Management by working directly with the Lead Project Manager and the Construction Management Consultant as the project progresses from the award of the Construction Bid Package to the Construction Phase of the \$80M Denny Network Distribution System Project. Intern will have the opportunity of experiencing their educational lessons being put into practice within a major construction project organization in facilitating the final design and construction of this significant public works in the dense urban center environment of the rapidly redeveloping South Lake Union Urban Center in Seattle. This project represents a new and innovative approach for integrating power electrical utility distribution construction in coordination with existing and future private and public construction in the SLU area.

### QUALIFICATIONS

**Education:** Open to full-time rising junior and senior undergraduate and graduate students studying Construction Management, Project Management, or Civil Engineering. Students must be enrolled full time and maintain at least a 2.0 GPA (undergraduate) or 3.0 GPA (graduate) throughout the internship.

**Skills:** Proficient in use of Microsoft Office (Word, Excel, etc.), Adobe PDF, and Email systems; familiar with Microsoft Project and/or Primavera Scheduling software. Ideally proficient in use of Document Management Systems such as SharePoint, Unifier, ProLog, etc.; OSHA Level 10 or Higher; familiar with Facebook, Twitter, and other Social Media platforms.

**Certification/License:** Current Washington State Driver's License

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## Construction / Project Management Interns (South Service Center)

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<b>Job type:</b>	One College Intern (Summer)
<b>Start/End dates:</b>	June –September 2015
<b>Hours:</b>	Approximately 40 hours per week during the summer and up to 20 hours per week while class is in session. Hours scheduled between 8:00 am - 5:00 pm, Mon-Fri, and adjusted to class schedule.
<b>Location:</b>	South Service Center, Seattle, Washington
<b>Salary:</b>	\$15.12-\$18.53/Hour

### POSITION DESCRIPTION

This position will work closely with three project managers and multiple in house engineering staff. Two work groups are implementing a new Small Works Roster program that will send multiple small Public Works projects out to bid to a prequalified roster of contractors. Since the program is new, there may be opportunities to help shape policy and procedures around the new process. The work will include scoping projects, preparing bid packages, coordinating bidding with contracting staff, pre-construction meetings and oversight during construction.

### JOB RESPONSIBILITIES

The responsibilities will include working with standard specification templates, seeking project specific details to complete bid packages, ensure all documents and necessary forms are provided to generate a complete package. Delivery of packages to Contracting office. Assistance organizing a digital and hard copy filing system to keep track of contract documents may be a specific task to help get the process moving. Other duties that arise connected with the contract or management of the project.

### EDUCATIONAL BENEFIT TO THE STUDENT

This internship will provide hands on experience with project management process, policy and procedures at the City of Seattle. The intern will assist in creating scopes of work, assembling bid packages, working with contracting staff, communicating with contractors and monitoring project progress. The intern will work closely with a small staff of three project managers to implement the public works projects for two organizational units.

### QUALIFICATIONS

**Education:** Open to full-time rising junior and senior undergraduate and graduate students studying Construction Management, Project Management, or a related major. Student must be registered full time for the Fall 2015 quarter/semester. Student must maintain at least a 2.0 GPA (undergraduate) throughout the internship.

**Skills:** Must possess the following: general knowledge of project management process and implementation; proficiency with computers and basic programs; ability to follow policy and procedures; an introductory level understanding of construction specifications and plans; strong communication skills in person and in writing. Ideally, candidate will be able to demonstrate past experience leading a project from start to finish and an understanding of contracting, construction, and engineering.

**Certification/License:** Current Washington State Driver's License

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## Culinary Interns (Skagit Valley)

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<b>Job type:</b>	Two College Interns (Summer)
<b>Start/End dates:</b>	June-September 2015
<b>Hours:</b>	Approximately 40 hours per week during the summer. Work schedule will vary each week, depending on staffing needs.
<b>Location:</b>	Gorge Inn, Skagit Hydroelectric Project, Newhalem, Washington
<b>Salary:</b>	\$15.12/Hour

### POSITION DESCRIPTION

Seattle City Light is seeking Culinary Interns for the Gorge Inn at the Skagit Hydroelectric Project. These interns will focus on managing a kitchen and food preparation and service through providing meals, accommodations, and other services to out-of-town Seattle City Light crews, contractors, and other city departments who support the Skagit Project. The Culinary Interns will report to the Skagit Maintenance Manager. Housing will be provided to the interns at the Skagit Project for \$150/month.

### JOB RESPONSIBILITIES

The Culinary Intern will gain valuable experience managing a kitchen in a seasonal inn.

Responsibilities will include:

- Under supervision by the permanent cook, the intern will be in charge of the kitchen area during service for breakfast, lunch and dinner. Responsibilities include directing kitchen helpers in the preparation of salads, dressings, and fruit, and setting up and stocking the salad bar and the “grab and go” cases.
- A full range of hands-on responsibilities, including cooking meats, starches, sauces, eggs, and vegetables, and baking rolls and pastries.
- Cleaning the kitchen and equipment with the assistance of helpers.
- Inspecting public and work areas to ensure safety and sanitation standards are maintained.
- Adapting menus when necessary based on availability of product and the number of guest to be served.
- Assisting the permanent cook with weekly food and equipment orders, daily and bimonthly reconciliation reports for the City Light finance department, planning menus, developing weekly work schedules, and making daily prep list.
- Coordinate with the Skagit General Store supervisor on a daily basis to develop a prep list for the following day's Deli needs. The intern will be required to integrate and balance the needs of both Gorge Inn and Skagit General Store based on available product

### EDUCATIONAL BENEFIT TO THE STUDENT

Fulfills Cooperative Education requirement. Allows the student to work as a team member of a professionally staffed food service establishment and use the previously learned skills outside of the classroom setting. Provide the intern real world experience managing a seasonal kitchen in a professional food service setting.

### QUALIFICATIONS

**Education:** Open to full-time undergraduate students who have completed one year of a culinary program leading to an associate's or bachelor's degree in Culinary Arts, Hospitality Management, or a related major. Student must be registered full time for the Fall 2015 quarter/semester. Student must be enrolled full time and maintain at least a 2.0 GPA (undergraduate) throughout the internship.

**Skills:** Knife skills, basic math for recipe conversions, basic computer skills, lift up to 50 pounds, and be able to stand continuously for periods of up to 8 hours (excluding breaks and lunch). Washington State Food Worker Card (i.e., Food Handler Permit) is required. Ideally, the candidate will possess one year experience in a professional kitchen and have completed a certified course in food service sanitation.

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## Safety, Health, and Wellness Intern (Compliance)

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<b>Job type:</b>	One College Intern (Year-long)
<b>Start/End dates:</b>	June 2015 – May 2016
<b>Hours:</b>	Approximately 40 hours per week during the summer and up to 20 hours per week while class is in session. Hours scheduled between 8:00 am - 5:00 pm, Mon-Fri, and adjusted to class schedule.
<b>Location:</b>	Seattle Municipal Tower, Seattle, Washington
<b>Salary:</b>	\$15.12-\$18.53/Hour

### POSITION DESCRIPTION

The Safety, Health & Wellness Division within the Human Resources Business Unit is looking for a student intern who will contribute to projects and business goals aligned with City Light's Strategic Plan and will focus on policy/program management, communications and tracking/trending data. This position will work with HRBU and Safety, Health & Wellness leadership and the intern will report to the Safety, Health & Wellness Compliance Advisor.

### JOB RESPONSIBILITIES

- Research, plan, develop, and implement regulatory compliance tools for the Safety Health and Wellness program.
- Analyze specialized work practices and develop safety and health policies and procedures that ensure the utility's regulatory compliance with complex federal and state regulations.
- Work with Safety Specialists to facilitate, coordinate and implement Safety, Health, and Wellness programs, activities and compliance; including Industrial Hygiene, Field Safety Program, Driver Safety Program, and Wellness Program.
- Identify and develop best management practices to promote employee safety, health and wellness in the electrical utility industry, to include reporting protocols and tracking/trending data.
- Promote the Safety, Health and Wellness Division through internal communications, draft implementation plans and educational materials, training and outreach.
- Participate in utility and Citywide committees and on special projects. Wear protective equipment, follow safety procedures and exercise caution during inspections

### EDUCATIONAL BENEFIT TO THE STUDENT

This position will provide the intern experience in the HRBU Safety, Health & Wellness programs, project management, policy writing, communication to implement and promote programs, as well as an overall understanding of Human Resources in the municipal utility industry.

### QUALIFICATIONS

**Education:** Open to full-time undergraduate and graduate students studying Business Administration, Communication, Occupational Health, or a related major. Students must be enrolled full time and maintain at least a 2.0 GPA (undergraduate) or 3.0 GPA (graduate) throughout the internship.

**Skills:** Must possess ability to research and investigate best practices; Experience preparing and writing reports; Experience working with MS Project, Excel, Outlook and Word. Ideally, candidate will demonstrate ability to be adaptable, safety conscious, customer service & team-oriented, and uses good judgment.

**Certification/License:** Current Washington State Driver's License

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## Safety, Health, and Wellness Intern (Industrial Hygiene)

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<b>Job type:</b>	One College Intern (Year-long)
<b>Start/End dates:</b>	June 2015 – May 2016
<b>Hours:</b>	Approximately 40 hours per week during the summer and up to 20 hours per week while class is in session. Hours scheduled between 8:00 am - 5:00 pm, Mon-Fri, and adjusted to class schedule.
<b>Location:</b>	Seattle Municipal Tower, Seattle, Washington
<b>Salary:</b>	\$15.12-\$18.53/Hour

### POSITION DESCRIPTION

The Safety, Health & Wellness Division within the Human Resources Business Unit is looking for a student intern who will contribute to projects and business goals aligned with City Light's Strategic Plan and will focus on Industrial Hygiene air monitoring and investigations, recordkeeping, training, policy writing, project/program management and implementation. This position will work with HRBU and Safety, Health & Wellness leadership and will report to the Safety, Health & Wellness Programs Manager.

### JOB RESPONSIBILITIES

- Research, plan, develop, implement and audit occupational and industrial health and safety programs and activities for designated areas.
- Analyze specialized work practices and develop safety and health policies and procedures that ensure the utility's compliance with complex federal and state regulations;
- Conduct Industrial Hygiene air monitoring and investigations including, but not limited to Lead, Asbestos, Indoor Air Quality, Mold, etc. and other Industrial Hygiene-related activities including recordkeeping, training, policy writing, etc.
- Work with Safety Specialists to facilitate, coordinate and implement Safety, Health, and Wellness programs, activities and compliance; including Industrial Hygiene, Field Safety Program, Driver Safety Program, and Wellness Program.
- Develop and implement Safety Management System including Safety Scorecard, Accident/Incident Investigation reporting protocol and tracking/trending data.
- Promote Safety, Health and Wellness programs through communications and media. Draft implementation plans and educational materials. Training and outreach.
- Participate in utility and Citywide committees and on special projects. Wear protective equipment, follow safety procedures and exercise caution during inspections.

### EDUCATIONAL BENEFIT TO THE STUDENT

This position will provide the intern experience in the HRBU Safety, Health & Wellness programs, specifically in Industrial Hygiene including air monitoring (Lead, Asbestos, Mold, Indoor Air Quality, etc.) and investigations, Hearing Conservation Program, recordkeeping, training, equipment calibration, policy writing, program implementation, as well as an overall understanding of Human Resources in the municipal utility industry.

### QUALIFICATIONS

**Education:** Open to full-time undergraduate and graduate students studying Environmental Health, Occupational Health and Safety, Environmental Engineering, Industrial Hygiene, or a related major. Students must be enrolled full time and maintain at least a 2.0 GPA (undergraduate) or 3.0 GPA (graduate) throughout the internship.

**Skills:** Must possess ability to research and investigate best practices; Experience preparing and writing reports; Experience working with MS Project, Excel, Outlook and Word. Ideally, candidate will demonstrate ability to be adaptable, safety conscious, customer service & team-oriented, and uses good judgment.

**Certification/License:** Current Washington State Driver's License