



City of Seattle
STUDENT INTERNSHIP

COOPERATIVE EDUCATION INTERNSHIP (undergraduate level)
MUNICIPAL GOVERNMENT INTERNSHIP (graduate level)
Seattle Department of Transportation – #32-2009

The Seattle Department of Transportation (SDOT) maintains and improves the City's transportation system, including roadway maintenance and repair and traffic signal and signing systems. In addition, SDOT's employees manage programs aimed at increasing the use of alternative modes of transportation (e.g., bicycling, walking, carpooling, and transit).

POSITION: Street Maintenance (Engineering) Intern

The SDOT Pavement Engineering and Management Section oversees paving on Seattle's streets. The intern will be involved in projects that assess street and sidewalk condition and plan maintenance projects. Interns will learn about pavement design and management principles and receive training and perform projects using geographic information systems (GIS). Internship candidates should have an interest in transportation and infrastructure maintenance.

DUTIES:

- 20% GIS projects
- 20% Updates to SDOT pavement management data
- 20% Planning of snow and ice and street sweeping operations
- 20% Assistance/coordination on annual SDOT paving programs
- 20% Respond to customer service requests

EDUCATIONAL BENEFIT:

- Geographic information systems (GIS)
- Design of urban roadways and pavements
- Asset management
- Technical writing

REQUIREMENTS

Enrollment: Applicants must be full-time sophomores, juniors, seniors, or graduate students pursuing a degree in Civil Engineering (pre-engineering students encouraged to apply as well). Undergraduate students must be enrolled full-time for the equivalent of 12 credits for the duration of the internship and graduate students enrolled in 9 credits. Enrollment over the summer is not necessary as long as the intern is pre-registered for Fall term. **Verification of enrollment is required. If you have graduated or will graduate in August '09 and will not be returning to school in the fall, you are not eligible for this internship. If you have graduated with an undergraduate degree and will be enrolling in a graduate program in the fall you will need to send a fall course schedule or an official acceptance letter to that graduate program (only if you have not registered for fall courses yet).**

Minimum Qualifications: College pre-engineering or civil engineering coursework. Interest in transportation or construction engineering.

Desired Qualifications:

GIS courses or experience. Pavement engineering courses.

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. Must be eligible to work in the U.S.

POSITION BEGINS and ENDS

It is anticipated the position will start August 5, 2009 and last through September 30, 2010 (or earlier if the intern graduates or discontinues going to school).

WAGE AND HOURS

\$17.37 per hour for undergraduate students. \$25.25 per hour for graduate students. The work week hours can be flexible (up to 40 hours per week during the summer and 15-20 during the school year depending on school schedule) and scheduled between the hours of 7:00 am and 5:00 pm, Monday through Friday.

See application instructions & deadline on the following page.

HOW TO APPLY

Provide the following:

- An Intern Application Form available at: <http://www.seattle.gov/jobs/internships.asp>
- A Cover letter
- A Resume outlining experiences and qualifications
- A **Transcript** of completed courses (Unofficial okay for application, Official transcript will be requested upon hire)
– should include credits, grades, and cumulative GPA
- Fall quarter course schedule (if not reflected on transcript)

Incomplete and/or late application materials will not be accepted. All application materials must be received by the date below. Send materials to: Andrea Lowe, Employment Specialist; City of Seattle Personnel Department at cwp@seattle.gov
Please note that the application form on our website is not downloadable. Please either scan the document and send with your other electronic materials or copy-and-paste into a word document. Word attachments accepted, pdf preferred.

APPLICATION DEADLINE: 5:00 pm, August 4, 2009