



INVITES APPLICATIONS FOR THE POSITION OF

## SUMMER INTERN PUBLIC WORKS DEPARTMENT

APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)

### SALARY

\$16.00 - \$30.50 per hour

### JOB TYPE

Temporary/Seasonal

### FILING DEADLINE

Thursday, April 13, 2023 @ 5:00 PM **OR** Until 100 applications have been received.

### THE POSITION

The City of Dublin is presently seeking an Intern for the Public Works Department to provide a variety of routine to difficult management support and program-oriented tasks. The intern may perform projects ranging from geographic information system (GIS) database updates, ownership and maintenance responsibilities of the Iron Horse Trail and other off-street trails citywide, drafting and finalizing an administrative policy for the City's flags and flagpoles, records management and other projects as needed.

The position offers an opportunity for the Intern to interact with high level Staff and to make department and public presentations. The Intern will be assigned a mentor, and on a monthly basis, may attend special events and functions with guest speakers. This internship will provide an opportunity to become acquainted with all fields in a Public Works Department including civil engineering, environmental science, maintenance, transportation engineering and geographic information systems.

### EXAMPLES OF DUTIES

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Examine; provide technical information, report on, and document data in accordance with assigned department.
- Organize, produce, and maintain records and process forms including reports specific to the organizational unit.
- Independently prepare and update a variety of report and special projects relating to the activities of the assigned Department.
- Provide professional-level support to Department as required.
- Conduct field surveys and inventory studies for various City programs.
- Prepare written reports and related correspondence on assigned projects.
- Read plans, maps, ordinances, laws and related documents.

- Assume multiple projects of varying degrees of complexity.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- May receive and screen visitors and telephone calls providing factual information regarding City activities and functions.
- Perform miscellaneous office and administrative duties as required.
- Perform other duties as assigned.

## **CANDIDATE QUALIFICATIONS**

1. Education: Applicants must be current college students and have achieved senior status in a four-year degree program (during the upcoming Fall academic year) or be enrolled in a graduate program. Academic course work should be related to civil or environmental engineering, public administration or a related field.
2. Experience: Experience or course work in civil engineering, public administration and/or general office practices is desirable but not required.
3. Licenses, Certificates and Special Requirements: Positions require a valid California Class C driver's license to be secured prior to employment and maintained current as a condition of continued City employment.

## **KNOWLEDGE OF**

- Basic principles and fundamentals related to local government operating functions such as City Manager's Office, Administrative Services, Community Development, Public Works, Police Services, or Parks and Community Services Department.
- Modern office practices, methods, procedures, and computer equipment
- Basic research and analysis methods
- Basic business data processing principles and the use of personal computers and word processing software.

## **ABILITY TO**

- Communicate tactfully and effectively with the public.
- Complete assignments in a timely manner.
- Communicate clearly and concisely, both orally and in writing.
- Prioritize work and coordinate several activities.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Compose routine correspondence.
- Operate a vehicle in the course of work.
- Research and compile technical and financial information.
- Type accurately at a speed necessary for successful job performance.

## **BENEFITS**

Other than statutory law, AB1522 (CA Paid Sick Leave law), there are no benefits for part-time, temporary/seasonal positions. The City does not participate in the Social Security system except for a mandatory Medicare contribution. In lieu of Social Security, the City will contribute 1.5% of the employee's salary on the employee's behalf to the PARS Alternate Retirement System.

## **ABOUT THE DEPARTMENT**

The Public Works Department manages a budget of \$17.7 million, a five-year capital improvement program (CIP) budget of \$162 million, 18 full-time employees, and numerous contract and consultant services. Maintenance services are provided through contractors, with the primary maintenance contractor providing building, parks, streets, and landscape maintenance with an annual budget of \$6.7 million, 35 full-time employees, and several

subcontractors. The Department oversees several functional areas, including Administration, Engineering (Capital Improvement Program, Development, and Transportation), Environmental Services, and Maintenance. The Department also staffs three geologic hazard abatement districts.

## **ABOUT THE CITY**

The City of Dublin was incorporated in 1982 and is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. According to the 2020 Census, the City has a population of 72,589 within 15.23 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

## **COMMITMENT TO COMMUNITY SERVICE**

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

## **THE SELECTION PROCESS**

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department is subject to a background check, including fingerprinting prior to employment.

Pursuant to the City's Personnel Rules Section 23, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.

## **EQUAL OPPORTUNITY EMPLOYER**

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of ancestry, age, color, disability, genetic information, gender, gender identity or gender expression, marital status, medical condition, military or veteran status, national origin race, religion, sex or sexual orientation.

The City of Dublin will make reasonable accommodations for the participation in employment, programs, and facilities. Please notify the Personnel Division at (925) 833-6650 regarding the type of reasonable accommodations needed within three days following recruitment closing date.

## **HOW TO APPLY**

Apply online at [www.CalOpps.org](http://www.CalOpps.org). Once there, click on “Member Agencies,” under “East Bay” select “Dublin,” then on “Summer Intern – Public Works,” and “Apply for Job.” Applications must be received by 5:00 p.m. on Thursday, April 13, 2023. No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

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## SUPPLEMENTAL QUESTIONS

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**Instructions:** *Please complete and respond to all of the following supplemental questions.*

1. For which type of degree are you currently enrolled?
  - Associate Degree
  - Bachelor’s Degree
  - Doctorate Program
  - Master's Degree
  - Vocational
  - None of the above
  
2. Please indicate the academic program area that your degree is focused in
  - Civil Engineering
  - Environmental Engineering
  - Transportation
  - Public Administration
  - Other - please specify: \_\_\_\_\_
  
3. Please indicate your status in the coming school year 2023-24
  - Senior status Undergraduate (90+ semester/135+ quarter credit units)
  - Will be graduating May/June 2023
  - Will be graduating December 2023
  - 1st year Graduate/Masters program
  - 2nd year Graduate/Masters program
  - Other - please indicate status: \_\_\_\_\_
  
4. In order to be considered for this internship, you must submit a copy of your official/unofficial college transcript(s). Did you attach copies of your official/unofficial college transcript(s)
  - Yes
  - No
  
5. Describe how this internship will help you work toward your academic and career goals? Please limit your response to 500 words or less.