

CITY OF SCRANTON DEPARTMENT OF PUBLIC WORKS – SUMMER 2020 INTERNSHIP

Municipal (Civil) Engineers Internship

Internship Function: This internship in the Department of Public Works of the City of Scranton will put you at the center of activity within the Administration operations of the department. You will have a chance to work closely with the Director and his Administration staff on a daily basis. The opportunity will be provided to make a real impact on the critical functions of the department and take-a-way a sense of accomplishments.

Potential Duties and Responsibilities:

We have new opportunities for internships for **civil engineers** - who have an interest in serving municipal agencies - to join our team in our Scranton offices located at 101 Poplar Street.

Working with our team, the municipal engineer intern could be responsible for assisting our Administration staff with any of the following:

- Creation of Standard Operating procedures for a variety of disciplines and fields
- Assist with the creation of Training documents for a variety of disciplines with the operation
- Assist with monitoring of Curb and sidewalk projects (including handicap ramps) and other municipal roadway projects.
- Storm water management mapping with Arc GIS
- PennDOT compliance with updating aging Crosswalks
- Roadway reconstruction and resurfacing projects
- Preparing project proposals and managing contracts, reports, and invoicing

Requirements:

- Pursuing a Bachelor of Science in Civil Engineering
- Approximately completion of second year of schooling
- Exceptional communications skills and the ability to work well with others (such as project manager, engineer, Lead technician/designer, and the Public).

Hours: This internship would be 15-20 hours per week between June 15, 2020 and August 21, 2020. There is flexibility on specific time and days. There will be a separate work station made available for this position.

To apply for this position, please e-mail your resume and cover letter to Tom Preambo, Director of the Department of Public Works, at tpreambo@scrantonpa.gov