

CITY OF RANCHO PALOS VERDES

PUBLIC WORKS INTERNSHIP OPPORTUNITY (Open Until Filled)

POSITION DEFINED

Performs a variety of general and operational support duties, including permit and department construction inspections; prepares a variety of written and graphic materials and interprets city policies for the public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Works Director's designee.
No supervision is exercised.

DUTIES

Performs routine permit inspections.
Assists in the inspection of department construction activities.
Updates and maintains a variety of department records and files.
Prepares exhibits for City Council and other meetings
Responds to requests and complaints from residents.
Assist in construction management projects

QUALIFICATIONS

Graduated from an accredited university or college program in civil engineering, architecture, construction management or closely related field; or, currently enrolled in a post-graduate degree program in any of the above mentioned disciplines.
A commitment to work at least ten hours per week.
Excellent written, verbal and interpersonal skills.
Self-motivated.
Valid Class C California Driver's License.

GENERAL INFORMATION

Start Date: Immediately
Work Schedule: Minimum of twenty hours per week - Six month duration
Salary Range: \$10.72 – \$19.25 (depending upon qualifications)

Please go [www..palosverdes.com/rpv](http://www.palosverdes.com/rpv) to obtain a city application form.

MAIL A COMPLETED CITY APPLICATION AND YOUR RESUME TO :

City of Rancho Palos Verdes
30940 Hawthorne Blvd., Rancho Palos Verdes, CA., 90275

