



CITY OF SEATTLE

SDOT Project Design & Delivery Intern

SALARY:	\$21.62 - \$24.34 Hourly
LOCATION:	Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
JOB TYPE:	College Intern
SHIFT:	Day
DEPARTMENT:	Seattle Department of Transportation
BARGAINING UNIT:	Not represented
CLOSING DATE	12/01/20 04:00 PM Pacific Time

POSITION DESCRIPTION:

The Seattle Department of Transportation (SDOT) is seeking a college student engineer, preferably sophomore, junior, senior, or graduate student to provide assistance and support to staff in the delivery of the various projects within SDOT's Project Development Division. You will work with a team whose mission is to deliver safe, reliable, efficient, and socially equitable transportation projects that enhances Seattle's environment and economic vitality.

Educational Benefit to Student:

Students will be provided with increasingly responsible tasks in the whole process of the design (10% to 100%) and implementation of SDOT multi-modal projects, including SDOT Vision Zero, pedestrian, bicycle, transit, and freight projects. Students will gain experience in using field survey equipment to gather data, use software in a professional environment, complete designs that will be used by crews or contractors for installation; and apply written communication skills with a variety of staff within the organization.

Students will also receive SDOT Defensive Driving and SDOT Flagger Certification trainings.

JOB RESPONSIBILITIES:

- 40% Prepare drawings/ plans for work orders
- 20% Data collection, field check, survey & photograph existing conditions

- 20% Assist with maintaining SDOT assets (signs, markings, sidewalks, etc.)
- 20% Take after-construction photos

QUALIFICATIONS:

Minimum Qualifications:

Education:

Open to undergraduate and graduate students, who are enrolled in an accredited educational program majoring in civil engineering.

Undergraduate students will need to maintain a 2.5 GPA or above throughout the internship.

Graduate students will need to maintain a 3.0 GPA or above throughout the internship.

Experience

Required Qualifications:

- Must have a valid WA State Driver's License and a safe driving record. A complete driving abstract will be required at the time of hire.
- Working knowledge of engineering design and drafting tools, such as AutoCAD, ArcGIS.
- Working knowledge of standard MS office software, such as Excel, Publisher.
- Basic knowledge of transportation systems and facilities.
- Attention to details, self-motivation and active listening.
- Ability to work under pressure.
- Strong analytical, organization, and communication skills.

Desired Qualifications:

- Survey experience

ADDITIONAL INFORMATION:

Start/End Dates: starts in January 2021 and ends June 2021, with potential extension to June 2022.

Schedule: Intern will work up to 20 hours/weeks while school is in session. And up to 40 hours/week during school breaks. Work hours can be scheduled between 8:00 am and 5:00 pm.

Salary: Students majoring in civil engineering will be paid between \$21.62-\$24.34 Hourly, depending on class status.

How to Apply: complete an online application and include the following:

- Unofficial transcript including current classes and GPA
- Cover letter
- Resume

Incomplete applications will not be considered.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2020-00200

<http://www.seattle.gov/jobs>
SDOT PROJECT DESIGN & DELIVERY INTERN
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If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104

Careers@seattle.gov



Who May Apply: This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

SDOT Project Design & Delivery Intern Supplemental Questionnaire

* 1. Did you attach a copy of your unofficial college transcript, cover letter, and resume? (All are required).

- Yes
 No

* 2. Do you have a valid Washington State Drivers License?

- Yes
 No, but I can obtain a valid Washington State Drivers License by the time of hire.
 No, and I will not be able to obtain a valid Washington State Drivers License.

* 3. When is your anticipated/expected graduation? (month/year)

4. What is your current cumulative GPA?

5. Are you a current or former Seattle Promise student?

- Yes
 No
 I don't know

* Required Question