City of Virginia Beach  
Summer Internship for Students  
Department of Public Works and Public Utilities Engineering

Summary:
The City of Virginia Beach Department of Public Works and the Department of Public Utilities Internship Program is designed to recruit diverse college students majoring in Civil Engineering or a related discipline. The program provides viable full-time work experiences during the summer that assist students in making connections between textbook knowledge and real world experiences.

Position Description:
We are seeking talented students who demonstrate excellent problem solving, analytical, written and oral communication and interpersonal skills that may be utilized in the following positions:

Public Utilities/Engineering Division/Design and Construction:
Duties will include the preparation of water and/or sanitary sewer rehabilitation plans and construction documents; reviewing plans, DVD sanitary sewer defects videos, contracts, and permits; researching files, records, plans, deeds, plats and easements; performing basic calculations and computations for water and sanitary sewer systems; performing field work for projects including taking photos, recording measurements, etc.; preparing cost estimates; creating work orders for construction; preparing and updating databases and tables; compiling data for projects; and assisting project management engineers with routine duties and assisting surveys crews or construction inspectors in the field.

Public Works/Transportation Division:
Duties may include reviewing site plans, highway/roadway plans and specifications, drainage calculations/computations, pavement design calculations, encroachments, street closures, and permits; researching files, records, deeds, plats, and easements; performing basic calculations and computations; performing field work for projects to include taking pictures, recording field measurements, etc.; preparing cost estimates; preparing and updating databases and tables; compiling data for projects; ensuring compliance with plans and specifications; design and construction quality assurance and quality control; assisting project management staff with routine duties and observing performance of survey and construction inspection field operations.

Public Works/Traffic Engineering Division:
Position will include performing field investigations, collect turning movement traffic counts; compiling traffic data; researching traffic engineering related issues, screening and filing police accident reports; preparing and updating databases and tables; assisting traffic engineering staff in traffic studies.

Public Works/Facilities Management Office:
Provide support for data collection and entry into the City's property management system with an emphasis on City building assets and space management. The goal is to update our current inventory of buildings and space usage by department to maintain the integrity of the City’s property management system. Other related activities would include field work to collect and verify building usage data and the editing and creation of building diagrams. Experience using AutoCad is beneficial.

The City of Virginia Beach is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, religion, national origin, race, disability or political affiliation.
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Public Works/Facilities Design and Construction Division:
Duties will include data collection related to construction costs for various building projects. Field work related to ensuring compliance with plans and specifications; project documentation and assisting project management staff with routine duties and observing contractor performance for field operations.

Public Works/Operations Division:
Duties may include performing basic engineering analysis and design for bridges, roadways, retaining structures, hydraulic structures, etc.; assisting with inspection and inventory for City infrastructure assets, including bridges, streets, signs, dams and stormwater facilities, signals, etc.; performing field measurements of spatial, geometric data and collecting GPS mapping information; assisting staff with the administration of design and construction contracts, including contract review, report, submittal review, and on-site inspections; perform field investigations, data sampling, and evaluation of storm water storage basins and other related facilities; assisting with the inspection and inventory for City storm water management assets (BMP’s); update and maintaining database records and coordinating implementation of maintenance procedures; and related records research and coordination with other City agencies and departments as needed to perform these duties.

Minimum Qualifications:
Candidates must possess a valid Driver’s license. Candidates must be currently enrolled in an ABET accredited engineering, engineering technology, architecture, or construction management program.

Position Information:
Candidates will work a 40 hour internship between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday for approximately 12 weeks (May 15, 2017 – August 11, 2017). Normal work hours may vary depending on the position. Flexibility for school schedules is allowable. The applicant is responsible to provide their own transportation to work and housing during the summer internship.

Compensation: Paid Internship

Application Procedure:
All interested applicants should e-mail a resume, cover letter and transcripts (unofficial will be accepted) to PWInternship@vbgov.com. Incomplete applications will not be considered for the internship program. Interviews will be scheduled for qualified applicants by April 1st. References may be requested at time of interview. If you have any questions regarding this posting, please contact PWInternship@vbgov.com.

Application Deadline: February 3, 2017

Note: The individuals selected will be employed through a temporary services agency and assigned to the City of Virginia Beach. A drug test and criminal background check, performed by this agency, is required before employment. Interns must also provide a recent DMV driving record prior to employment.

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