

Jacqueline M Jenkins

Subject: FW: Interns

The City of Avon Lake is currently initiating a search for a CIVIL ENGINEERING INTERN (3 positions available) for THE SUMMER OF 2019 (May to August). This opportunity is available for a college student in good standing working towards a DEGREE in CIVIL ENGINEERING within an accredited program. The candidate will gain experience in PROJECTS under direct supervision of the City of Avon Lake's professionals.

Duties and Responsibilities:

- Assist Engineers with various types of duties on CADD software
- Perform basic calculations and functions
- May assist with field work
- Assist developing and writing reports.
- Collect and prepare data for evaluation.
- Provide support to staff members as needed.
- Perform on-site construction inspection/observation.

Experience Qualifications:

- CURRENT standing as a Sophomore/Junior/Senior student actively enrolled in an accredited Civil Engineering Undergraduate or Graduate Program.
- Experience with basic computer software, including MS Word and Excel.
- Self-motivated with strong written, verbal and interpersonal communication skills.
- Solid analytical, conceptual, and problem solving skills.
- The selected candidate must have the ability to work in the United States immediately.
- Experience with AutoCAD preferred.
- Ability to effectively interface with all levels of personnel, management and public.
- Proficiency in organization and presentation of documentation.

Email resumes directly to: kmarton@avonlake.org

Regards,
Kelly

Kelly Marton, E.I., A.M. ASCE
Engineering Technical Aide I
City of Avon Lake
Public Works Department
150 Avon Belden Road
Avon Lake, Ohio 44012
440-930-4101 ext. 1214
440-930-4105 (fax)
kmarton@avonlake.org



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