



POSITION ANNOUNCEMENT

CIVIL ENGINEERING INTERN

The Village of Wilmette is seeking self-motivated individuals with a positive work ethic to fill the Civil Engineering Intern positions during the summer with the option for additional winter (break time) work. This position will work 40 hours per week, generally between 7:30 AM to 4:30 PM, Monday through Friday. Duration of internship to correspond with college summer break (start and end dates are flexible).

General Responsibilities:

The Engineering Intern will work under the general direction of the Assistant Village Engineer and will assist in performing a wide variety of civil and municipal engineering related functions, including construction inspections, construction plan reviews, evaluating pavement conditions, utility investigation, contractor coordination, traffic studies, working with AutoCAD and any other related tasks.

Position Requirements:

The successful candidate will be enrolled in a Civil Engineering or a related program and have an interest in pursuing a career in civil engineering. The candidate must have a valid driver's license, the ability to work in a fast-paced environment, and strong customer service skills. Working knowledge of Microsoft Office and AutoCAD are preferred. The position requires working outdoors, occasionally in adverse weather conditions, and extensive walking. The successful candidate must furnish their own vehicle (54.5 cents per mile will be reimbursed by the Village) for in town job related needs. The successful candidate will also use their own mobile phone to conduct business within the Village during working hours, and supply their own safety boots. No additional compensation will be provided for mobile phone use or for safety boots.

Hourly Wage:

Starting hourly wage is \$16.82 per hour.

Selection Process:

The candidate should be prepared for an interview, reference checks, driver license record verification, provide proof of car insurance, and undergo a pre-employment physical to include a drug and alcohol screening.

How to Apply:

Interested candidates should complete an employment application which may be downloaded from the Village's employment opportunities webpage at <https://www.wilmette.com/government/employment-opportunities> and submit it along with a cover letter and resume electronically to HumanResources@wilmette.com. Paper submissions will not be accepted.

An initial review of employment applications will occur on Friday, March 1, 2019. The position will remain open until filled. Questions should be directed to Georgia Mihalopoulos, PE, Engineering Technician at Mihalopoulosg@wilmette.com.

The Village of Wilmette is an Equal Opportunity Employer