



# Position Announcement Seasonal Engineering Intern

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10987 Main Street, Huntley, Illinois 60142 • 847-515-5200 • [www.huntley.il.us](http://www.huntley.il.us)

The Village of Huntley Public Works and Engineering Department (PWE) is seeking candidates for the position of Seasonal Engineering Intern.

**General Duties:** Under the direct supervision of the Assistant Director of Public Works and Engineering, employees in this position perform routine and entry level technical civil engineering tasks. Assignments may include engineering plan reviews; field surveys; addressing drainage related service requests; basic construction inspections and investigations for paving and underground utility projects; collecting traffic data for traffic studies; developing and/or updating maps and related documents; general office work such as filing, scanning, data entry, and research; and other duties as assigned; This position may require interaction with the general public.

**Qualifications (Education & Experience):** Must be 18 years of age, with at least one year of college completed; students majoring in civil engineering are preferred. Computer skills with Word and Excel are required. AutoCAD and ArcGIS experience is preferred, but not required. A valid driver's license is required.

**Compensation:** The hourly rate of pay for this position is \$12.50 per hour. Benefits are not included.

**Hours:** Up to forty (40) hours per week. Typical hours are Monday – Friday between the hours of 7:30 a.m. – 4:00 p.m. but may vary depending on construction schedules. Duration of Internship is approximately three months from mid-May to mid-August, depending on school schedule.

**To Apply:** Interested candidates should submit a resume along with a completed Village of Huntley employment application to [humanresources@huntley.il.us](mailto:humanresources@huntley.il.us). Applications can be downloaded from the Village's website at [www.huntley.il.us](http://www.huntley.il.us).

Completed applications can also be submitted to: Human Resources 10987 Main Street, Huntley, IL 60142 or faxed to (847) 515-5232. Position open until filled.

**Post Offer Requirements:** Completion of a pre-employment physical and drug screen, along with a background check is required.

**The Village of Huntley is an Equal Opportunity Employer**

Posted: 03/05/2019