



Outstanding Employment Opportunity:

Engineering Intern (Hourly City Worker)

Public Works Department

The City is currently accepting applications to fill a part-time, hourly position in the Engineering Division of the Public Works Department. This is an ideal opportunity for a college student or recent graduate with a degree in civil engineering and/or recent civil engineering work experience.

Primary responsibilities:

- Assist with the preparation of maps, exhibits, engineering plans, illustrative materials, and engineering estimates
- Conduct field work for surveying and construction management
- Assist in conducting engineering surveys and studies
- Assist with drafting of plans and illustrative materials in GIS and AutoCAD
- Provide exceptional customer service at the public counter and on the phone
- Assist staff with permit processing
- Perform research of data, records, and asbuilt drawings
- Perform data entry of survey information

The successful candidate should:

- Be proficient with Microsoft Word and Excel
- Possess working knowledge of AutoCAD and/or GIS systems
- Have expertise in conducting research/survey work
- Be a team player, self-starter, and willing to take initiative
- Be safety conscious
- Possess good oral and written communication skills

A valid Class C CA driver's license required for field work. The ability to lift, push tools, equipment and supplies weighing 25 pounds or more is necessary in conducting field work.

CORE COMPETENCIES:

- Self-Starter
- Team Oriented
- Safety Conscious
- Effective Communicator
- Customer-Focused
- Technically Knowledgeable



The City of Thousand Oaks (pop. 132,365) is located in beautiful Ventura County, 12 miles inland from the Pacific Ocean, nestled against the Santa Monica Mountains, surrounded by more than 15,500 acres of natural open space. Incorporated in 1964, this master planned community offers a wide variety of cultural and recreational activities and an award-winning school system.

Pay Rate:
\$15.00 - \$18.82 per hour

FILING DEADLINE:
Monday, October 23, 2017, by 5:00 p.m.

Apply at www.toaks.org/jobs

For further information, contact
Human Resources staff at (805) 449-2144.