



Job Description

Job Title: Public Works and Utilities Administration Intern		Department: Public Works and Utilities	
Reports To: Director of Public Works and Utilities	Supervises: None		FLSA Status: Non-Exempt
Bargaining Unit: None			Effective Date: 11/1/2020

Position Summary

Under general supervision, this internship position performs policy research and analysis that helps shape the long-term direction for the Public Works and Utilities departments.

Job Duties or Essential Functions

The essential functions of the position include, but are not limited to the following:

- Research and compare assigned policies to past, current, and industry best practices.
- Analyze policies and communicate findings in an organized and efficient manner.
- Make policy change recommendations based on research, analysis, and comparison with City Code.
- Organize and updates retention system for Utilities and Public Works records.
- Provide administrative support to Public Works and Utilities workgroups as needed.
- Perform other duties as assigned.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

Minimum Qualifications

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience, and training required.

Education

- Enrolled in a college or technical school pursuing an undergrad degree in Public Policy, Public Administration, Public Affairs, Business Administration, or a related field.
- Has completed substantial amount of coursework in field of study (at least 300-level coursework).
- 3.0 GPA (on a 4-point scale)

Desired Qualifications

The requirements listed below are representative of the formal education, experience, and training preferred in order to exceptionally perform all of the functions of this position.

Education

- Enrolled in a college or technical school pursuing a graduate degree in Public Policy, Public Administration, Public Affairs, Business Administration, Urban and Regional Studies, Political Science or a related field.

Complexity

The overall complexity of this position is moderately high. While performing the normal duties of the job, processes, procedures, or software vary from one assignment to the next. Assignments are still related in function and objective.

Responsibility

General supervision is provided while performing the normal duties of this job.

This position exhibits no supervisory responsibilities.

Impact

While performing the normal duties of this job, this position's work product or services affect the accuracy, reliability, and acceptability of further process or services.

Required Physical Abilities and Work Conditions

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, this position may occasionally climb up to 20 steps, reach above shoulder level, sit, stand, walk, lift up to 25 pounds, and perform repetitive motions.

While performing the duties of this job, this position will use close vision, far vision, depth perception, visual acuteness, and peripheral vision.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list

of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.