



Streets Intern
Streets Division, Department of Public Works

Posting Date
January 26, 2018
Closing Date
Open Until Filled

\$10.00 - \$11.00/hour

*"We believe a strong community embraces diversity, promotes innovation, and encourages collaboration.
We strive to lead by example within the region.
We do this because we want everyone to choose Troy as their community for life.
We believe in doing government the best"*

The Streets Internship is part of our Next Professional Development Program and is designed as an internship to expose college students and recent graduates to employment in municipal government by working in collaboration with department leaders and local government specialists.

DUTIES

Assists the Streets Division with office and field tasks related to the sidewalk replacement program. Schedules, monitors, and maintains records on sidewalk replacement issues. Works with City staff, coordinates contractors and interacts with residents and/or business owners. Performs related duties as required.

REQUIREMENTS

- Must be currently enrolled and have completed at least two (2) years of college coursework (60 credit hours) pursuing a degree in Construction Management, Project Management, Civil Engineering, Public Administration or a related field, from an accredited college or university. **Applicants must submit proof of educational attainment (current college transcripts) at time of application.**
- Strong verbal and written communication skills.
- Proficient with Microsoft Office.
- Must be able to work independently.
- Must possess a valid Michigan Driver License, with a good driving record at time of application, based on City of Troy standards.
- As a condition of employment, the successful candidate must pass a background check and pre-employment physical.

HOURS: Four (4) month assignment. Forty (40) hours per week. Monday – Friday, 7:00 AM – 3:30 PM.

APPLY

Applications are available at www.troymi.gov/jobopenings and can be sent to apply@troymi.gov or turned into the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084.

Your application is part of the review process; be sure it is complete. Attaching a resume is required, however, all information requested on the application form must be completed (*i.e. writing "see resume" is not sufficient*).