



CITY OF LAGUNA NIGUEL

30111 Crown Valley Parkway, Laguna Niguel, CA 92677 / (949) 362-4300

Job Opportunity: ENGINEERING INTERN **\$13.96 - \$16.97 per hour**

**Are you energetic, motivated, and creative and
have a desire to make a difference?
If yes, Laguna Niguel is the place for you.**

Laguna Niguel is premier master-planned community located in South Orange County, minutes away from California's beautiful beaches and pristine coastline. Laguna Niguel is a thriving business-friendly and family orientated community that enjoys an exceptional quality of life. We are looking for a unique and special individual to join our City team as an Engineering Intern in the Public Works Department. This is an on-going recruitment, which may be filled at any time. This position is part-time; schedule and work hours may vary based on the needs of the City and your school schedule.

Primary Function:

This position will perform a variety of duties to support the Public Works Department, which include but are not limited to: assist staff with research, projects and reports; provide verbal and/or written information in response to inquiries and requests from the public; perform minor field inspections; conduct traffic and engineering surveys; and collect data and prepare visual aids such as slide presentations, photo images, charts and graphs. The Engineering Intern will complete minor as-built drafting assignments, scan records into the Document Imaging Management System and create maps and edits in the City's GIS layers and databases.

Qualifications:

- Junior or higher student from an accredited college/university majoring in Civil Engineering or a closely related field.
- Good technical background and proficient computer skills
- Possess a valid California Driver's License.

Application Procedure:

Application forms may be obtained from the City of Laguna Niguel at 30111 Crown Valley Parkway, or by utilizing the City's website at www.cityoflagunaniguel.org. Applications must be filled out completely and must show that the minimum qualifications are met. Resumes will not, nor will references to a resume, be accepted in lieu of a completed City application. Completed City applications should be submitted to Hresources@cityoflagunaniguel.org or in person to the address above. Based upon information presented on the applications, those applicants possessing the most suitable qualifications will be requested to continue in the recruitment

process. All applicants will be notified by email of the results of the selection process.

The City of Laguna Niguel recruits and hires without regard to race, color, religious creed, physical or medical condition or handicap, sex, age, marital status, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise.

Special Notice:

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire.

This job bulletin does not constitute an exceptional or implied contract and provisions contained herein may be modified or revoked at any time without prior notice or agreement.

The City of Laguna Niguel is a Drug Free Workplace, and complies with Federal Law; therefore, the City prohibits the use of cannabis, including medicinal use, and all illegal drugs by employees and prospective workers.

Note: Offers of employment are conditional upon successful completion of a job-related physical examination including drug screen.

