



RECRUITMENT ANNOUNCEMENT

Intern
Public Works Department - Streets Division

\$10.00/hour

Posting Date:
February 11, 2014

Closing Date:
Open until filled

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

DUTIES (Not All-Inclusive)

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 (Open Competitive Applicants)

- 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.
- Strong general computer skills and accuracy in data entry. Prefer experience with Microsoft Office programs.
- Must be able to work independently.
- Must possess a valid Michigan Driver License with a good driving record.
- As a condition of employment, the successful candidate must pass a background check and pre-employment physical, including drug screen.

EVALUATION – consists of application review and interview.

SPECIAL INSTRUCTIONS

- Your application is part of the examination; be sure it is complete. You may attach a resume, however, all information requested on the application form must be completed (i.e., writing “see resume” is not sufficient)
- Only the best-qualified applicants will be invited to the interview.
- Applicants will be notified of date and time of interview.

APPLY

Applications are available online at www.troymi.gov/Government/Departments/HumanResources/JobOpenings and at the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084 or you may call 248-680-7296. **Applicants must also submit a resume, letter of interest, and transcripts at time of application.** Return applications to the City of Troy Human Resources Department.

AN EQUAL OPPORTUNITY EMPLOYER

The City of Troy does not discriminate against persons with disabilities in employment or the provision of services.

If you have a disability and may need accommodation in order to participate in this process, please contact the Human Resources Department at least two (2) working days in advance of the date needed. An attempt will be made to make reasonable accommodation.