



INTERNSHIP POSITION DESCRIPTION

Title: Public Works Intern

Position Description: The City is seeking a current Western Student to work as a summer intern for the Public Works Department. Projects include, but are not limited to:

1. Update website and social media:
 - Take photos of projects and provide updates.
 - Create videos to post on website/social media.
2. Run a social media campaign for:
 - recycling (how to sort, etc.).
 - street improvement projects.
 - electronics recycling.
 - Increase participation for iWorQ Community Engagement application.
 - Update and design departmental brochure and flyers
3. General office administration duties as needed.
4. Review completed road construction projects from available hard copies in the office and from fiche files of actual completed work. Create a database and/or excel table for road sections and completed work.
 - Work with administrative assistant to combing table with GIS streets layer for spatial representation of completed road work.
 - Work with administrative assistant to develop internal cost database from previous projects, bids, and completed work including dates work completed.
5. Inventory sidewalk systems throughout the city. Use GPS to confirm GIS layers. Include side walk type(s), general conditions, widths, and areas within city without sidewalks.

Academic Requirements: Students will have the standing of Sophomore, Junior or Senior with a minimum grade point average of 2.000. There is no specific field of study required for this internship. Preference will be given to students demonstrating strong verbal and written communication skills, strong work ethic with a willingness to work on diversity of projects, proven organizational skills, ability to conduct research and prepare written reports on research.

Technical Skills: Basic computing, social media experience, prefer familiarity with Microsoft products, including Word, Publisher, PowerPoint and Excel and GIS.

Application Requirements: Submit a letter of interest, résumé, City of Gunnison application (available at: www.GunnisonCO.gov), and a proposal to address the specific position. The proposal should include the objective(s) to be accomplished by the end of the internship; how it will be accomplished; and how achievement of the objective(s) will be measured. Previous interns are not eligible for this internship. Application materials should be submitted to:

Tammy Shelafo
City of Gunnison Human Resources Technician
P.O. Box 239
201 West Virginia (second floor)
641-8248
tshelafo@gunnisonco.gov

This is a competitive process. The City of Gunnison staff will review proposals and evaluate them for relevance to serve the City's needs. An interview is required.

Position Opens: July 2, 2018

Application Deadline: June 29, 2018, 5:00 p.m.

Credit Hours: To receive course credit, interns are expected to complete 112.5 hours for 3 credits (135 hours for students enrolled in the School of Business).

This internship does not require the student to be seeking course credit.

Wages: \$11.18 per hour up to 112.5 hours (135 hours for students enrolled in the School of Business). A \$0.53 per hour completion incentive bonus, payable at the end of the above assignment period, may be paid contingent upon successful completion of the project with a grade of "C" or better.

Hours: This is a part-time temporary position with flexible hours between the hours of 8 am and 5 pm.