

Date posted: March 25, 2015

**City of St. Charles  
Employment Opportunity**

**Civil Engineering Internship**

St. Charles is a progressive community of 33,000 located in the scenic Fox Valley about 30 miles west of Chicago. Our award-winning downtown, historic neighborhoods, new growth, and diversity of land uses offer a variety of interesting engineering challenges.

**Job Description**

The Civil Engineering Intern will be responsible for assisting with supporting the civil engineering office in the planning, designing, administration, and construction of capital improvement and maintenance projects. Main duties include performing traffic counts, preparing CAD drawings, performing construction inspections, and participating on survey crews.

**Requirements**

Excellent oral and written communication skills, strong interpersonal skills, and strong computer proficiency are required. Applicants should ideally have general knowledge of survey equipment and CAD drafting methods. Knowledge of general office skills and the ability to organize information is also important.

Applicants must be a full-time college student, with sophomore or junior standing, earning a degree in Civil Engineering or a similar field and enrolled in school full-time for the fall of 2015. Upon selection, verification through the student's academic advisor will be required.

Employment is contingent upon passing a background check and drug screen.

**Salary**

This position pays \$10.25/hr.

**Apply on line at [www.stcharlesil.gov](http://www.stcharlesil.gov) no later than April 8, 2015.**

Please thoroughly complete the employment application including salary history. Resumes should be attached in the on-line application. Any additional documents may be sent to [hr@stcharlesil.gov](mailto:hr@stcharlesil.gov). If you are unable to apply online, or for other assistance, please contact 630-377-4415.

**The City of St. Charles is an Equal Opportunity Employer.**