



**POSITION:** JUNIOR CIVIL ENGINEER INTERN  
This position is located at the Toll Plaza, San Francisco.  
PS101473

**SALARY:** \$20.00 per hour with limited benefits

**OPEN TO:** All qualified candidates

**DATE POSTED:** February 7, 2020 (Friday)

**CLOSING DATE:** Continuous Recruitment

### POSITION SUMMARY:

The District's Engineering Department has an immediate opening for a paid college intern. This internship program provides students the opportunity to transition from college into the full-time workforce with direct on-the-job training and knowledge sharing. Students can either work part-time or full-time depending on their class schedule.

At its discretion, the District may offer a full-time entry level position of Junior Civil Engineer to recent graduates who filed job applications with the District and met the minimum requirements of the position. Successful participants of the program are eligible to receive a Student Loan Forgiveness of \$2,500 to be applied to their outstanding student loans once they enter the post-graduation part of the program.

### MINIMUM QUALIFICATIONS:

- **Education:** The candidate must be currently enrolled in a Bachelor of Science in Civil Engineering curriculum or a graduate student in the same field at an accredited and recognized college during the Spring of 2020 semester. Proof of current enrollment is required.
- **Experience:** Must possess intermediate level of skill using computers and application software, specifically all Microsoft Office application (Excel, PowerPoint, Access and Word).
- **Desirable Qualifications:**
  - A current, valid driver's license and satisfactory driving record.
  - Engineer in Training (EIT) certificate

## JUNIOR CIVIL ENGINEER INTERN (PS101473)

- **Physical Requirements:**
  - Requires climbing to investigate and inspect Bridge and construction projects. Carrying test and survey equipment weighing up to 30 pounds. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities and projects.

### ESSENTIAL RESPONSIBILITIES:

- Reviews and checks ordinary designs, plans, specifications and cost estimates for a variety of construction, repair and maintenance projects.
- Interprets plans and specifications.
- Inspects materials for conformance with contract requirements.
- Performs field inspections of facilities.
- Performs field inspections of construction projects.
- Performs quality calculations.
- Maintains records of work in progress of contractors.
- Collects material samples for laboratory analysis.
- Prepares and assembles construction bid documents.
- Knows and follows the safety and health rules and safe working practices applicable to his or her job.
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned.

### APPLICATION PROCEDURE

TO APPLY: [www.goldengate.org/jobs](http://www.goldengate.org/jobs)

Applicants must apply online and submit the following documents at the time of application:

1. GGBHTD Online Employment Application
2. **Cover Letter (Scan and attach as PDF to your online application)**

*Your cover letter will help us learn more about you. Here are a few tips to help you maximize your cover letter's impact.*

  - *Tell us why you want to work for the District.*
  - *Be specific about why you're interested in this internship position that you're applying for.*
3. **Resume (Scan and attach as PDF to your online application)**
4. **Proof of current enrollment (Scan and attach as PDF to your online application)**

JUNIOR CIVIL ENGINEER INTERN (PS101473)

The District's primary and official means of application notification is via EMAIL. Thus, applicants are advised to check their email for their application status updates.

**THE SELECTION PROCESS FOR THIS POSITION will include:**

- Application screening
- Department interview
- Background, Employment and Security Investigation (post-offer)

*\*\*\*The District will invite ONLY those candidates whose qualifications MOST CLOSELY MATCH the position requirements to continue in the selection process.*

**AN EQUAL OPPORTUNITY EMPLOYER**

The Golden Gate Bridge, Highway and Transportation District provides equal employment opportunity for all qualified persons based on merit and other job-related factors without regard to race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical and mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions) gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves, domestic violence victim status, political affiliation and any other status protected by state or federal law.

**Applicants with Disabilities:** The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job-related examination process. Please contact Human Resources at (415) 257-4535 to request assistance with an Employment Application. To request a job-related examination process accommodation, please submit your request to Human Resources with sufficient time to allow the District to consider the reasonableness of the request.

02/07/2020 MP

Human Resources Department  
GGBHTD  
1011 Andersen Drive  
San Rafael, CA 94901-5318