

City of Minneapolis Public Works Transportation Planning Internship



Minneapolis
Public Works

Apply online including a cover letter and resume on or before February 29, 2024

Who is Public Works?

The Department of Public Works designs, builds and maintains the City of Minneapolis' infrastructure, which includes but is not limited to: streets and bridges, public buildings, City's fleet of vehicles, storm and sanitary sewer system, drinking water treatment and distribution, all public and off-street parking, traffic signals, signage and striping; solid waste and recycling, and more.

The internship

The *Transportation Planning Intern* will provide support for short and long term transportation projects, programs, plans and initiatives to positively impact and improve streets and increase transportation options for people in Minneapolis.

Potential projects include:

- Collect data and prepare reports for multimodal transportation projects or planning efforts.
- Conduct site visits to evaluate existing conditions and prepare inventory reports.
- Assist with special projects as needed, including video collection and processing, parking counts, and collection of digital imagery of upcoming or completed projects.
- Support documentation, mapping, and community engagement materials for transportation studies or planning efforts.
- Summarize internship activities into a report and/or short presentation.

Internship snapshot

All applicants must:

- Be 18 or older
- Have a valid driver's license
- Registered for college
- Be willing to work outdoors in all types of weather

Compensation:

- Varies with education and experience
- Wages start at \$21.63 hourly, \$21.95 hourly for returning interns

Duration:

- May to August
- Possibility to extend through December

Hours:

- 40 hours per week
- Mon.-Fri. 8:00 am to 4:00pm
- Willing to accommodate school schedules

Public Works has determined that a criminal background check, qualifications check and /or Drug and Alcohol testing may be necessary for this position.

Questions?

Contact monique.fish@minneapolismn.gov

Apply online at
minneapolismn.gov/pw-jobs



Qualifications

Preferred Qualifications:

Education: The ideal candidate will have education in one or more of the following: urban planning, landscape architecture, transportation studies, civil engineering, or another closely related field.

Required Qualifications / Work Conditions:

- Approximately 90% indoor work, 10% outdoor work.
- This position has the possibility of a hybrid schedule.
- Need to be able to work on projects with minimal supervision & collaborate with other staff.
- Candidates must be able and willing to conduct site visits within Minneapolis for up to 4 hours a day.

The application

- *Apply online* at www.minneapolismn.gov/pw-jobs including a cover letter and resume on or before February 29, 2024.
- You may apply for multiple internship positions.

Questions?

- Contact: Monique Fish, City of Minneapolis Public Works
- Email: Monique.fish@minneapolismn.gov

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