DESCRIPTION:
The Village of Glenview, located in northeast Illinois, is seeking two (2) temporary summer engineering interns. The Village of Glenview’s internship program is geared toward college students seeking to supplement their academic training, and expand their professional knowledge and skills in the engineering field, and will provide students with real-world experience.

The primary purpose of this position is to support Village engineering staff by conducting inspections, surveys, measuring quantities, collecting data, preparing reports and calculations, and performing research. The project types may include roadway paving, water and sewer, parking lot, sidewalk, and curb and gutter improvements for public and private construction. General office work such as scanning and filing may be required. Interns will receive direction, guidance, and mentoring from technical and management staff within the Engineering and Capital Projects Divisions.

QUALIFICATIONS:
The ideal candidate will be pursuing a degree in Civil Engineering, Construction Management, or other closely related field and will have completed at least one academic year of college coursework. Applicants must be at least 18 years of age and have a valid driver’s license.

The candidate should have strong written and oral communication skills and the ability to complete reports and calculations using Microsoft Word and Excel.

Must be willing to conduct outdoor site visits, sometimes in adverse weather conditions; perform moderate lifting on a frequent basis; and be able to drive a Village passenger vehicle. Receiving an internship offer is contingent upon the candidate’s successful completion of a background and driving record check, and medical and drug screening.

SALARY/HOW TO APPLY:
Hourly Rate: $15-$18 per/hour, depending on past experience/internships.
This position is for 37.5 hours per week, Monday through Friday, May through August 2016 (exact dates can be flexible with the candidate’s school schedule).

Please forward a cover letter and resume via e-mail to hr@glenview.il.us by Friday, February 26, 2016 at 5:00 pm. Please reference “Job ID#: 02-16 Engineering Intern” in the subject line of your e-mail. Mailed, faxed, or hand-delivered applications will be declined. For more information about the Village of Glenview, please visit our website at www.glenview.il.us.

Persons requiring reasonable accommodations under the Americans with Disabilities Act are asked to contact the Human Resources Division at 847-904-4370.

THE VILLAGE OF GLENVIEW IS AN EQUAL OPPORTUNITY EMPLOYER