

**City of Wilmington - Department of Public Works (DPW)**

**Transportation Division (WILDOT)**

**Engineering Intern**

**Job Description**

*Objective Goal: The Transportation Division is keenly interested in hiring a university engineering student summer-intern, to provide cost-effective assistance with our on-going asset management program. We are pleased to note that our day-to-day contact for our engineering summer-intern will continue to be our CAD/GIS Engineering Coordinator, Ms. Brooke Santiago.*

**What you will perform:**

- The engineering-intern will be collecting GIS information in the field, such as the city's inventory of traffic regulatory signs.
- The intern will then move that data into our current asset management software.
- The intern will gain hands-on experience with using ESRI's ArcGIS, MicroStation, Cityworks and SignCAD.
- The summer-intern also will provide what may be described as light-to-moderate skill level clerical duties.
- Using the current filing system established, when reports are made available, reports will be filed within the corresponding calendar year.
- This will involve sorting, and questioning whether the report should be filed or stored separately.

**What we require:**

- Professional demeanor while working under pressure
- Excellent customer service skills (in person and via telephone)
- Basic knowledge of Microsoft programs
- Creativity and flexibility
- Ability to lift up to 25 pounds