



VILLAGE OF SCHILLER PARK
JOB OPPORTUNITY – Engineering & GIS Intern

Position: Public Works Engineering & GIS Intern

Reports to: Public Works Director

Salary and Work Hours: The positions are for 40 hours per week, Monday through Friday, up to \$16.00 per hour. Regular work hours are 7:00 am to 3:30 pm. Employment duration of approximately May 2021 – September 2021 (Co-op position also considered)

JOB SUMMARY

Temporary, seasonal, position performs moderately technical engineering and GIS duties. Work is performed under the direction of the Public Works Director or other Manager as assigned. Work may involve inspections of method and materials used in the construction of roadways, curbs, gutters, and other public improvements; reviews and interprets construction plans and specifications; assistance with GIS data collection; measuring of all quantities used in construction projects and other statistical data collection; office related functions including data entry, filing, and scanning; interaction with the public, contractors, and Village employees.

MINIMUM QUALIFICATIONS:

Must be at least 18 years of age. High school diploma or GED. All applicants will be considered, however, current students studying civil/environmental engineering or GIS are preferred. Must have a valid Illinois Drivers' License.

APPLICATION PROCESS:

Applicants should submit Village Job Application and resume to dschmidt@schillerparkil.us.

Applicants should indicate "Engineering & GIS Intern" in the subject line of their email.

Applicants must pass a drug screen as a condition of employment. The Village *Application for Employment* is online at <https://www.villageofschillerpark.com>, and can be printed to complete.