OVERVIEW

The Building and Fire Prevention Bureau is currently accepting applications for paid part-time Student Intern for the following areas:

- Engineering
- Building Inspections
- Building Plans Examiner/Plans Check

This internship provides an excellent opportunity for undergraduate or graduate students with hands-on experience and on-the-job training through a paid internship related to their academic field of study.

Schedule: Flexible schedule to work around student's class schedule.

Hours: 16 - 20 hours per week

Roles and Responsibilities

Student Engineer:
Researches computer databases and hard copy files for architectural and engineering drawings, maps and other data relevant to a project or assignment. Assist in the development and maintenance of various database programs. Performs engineering and architectural computations and calculations; enters data into an automated system and produces reports, drawings or statistical summaries. Reviews a variety of technical documents and reports, including plans and designs to ensure conformance with codes and regulations; engineering and architectural drawings and specifications to verify calculations, quantities, accuracy and completeness. Performs updating of maps and drawings; develops maps and drawings utilizing computer-aided drafting hardware and software. Maintains accurate records and files. Uses specialized equipment to produce copies of maps, drawings, blueprints and other related documents. Assist in feasibility studies; performs special projects and/or assignments as instructed. May drive a motor vehicle to visit and inspect various work sites.
Student Building Inspector:
Inspects new and existing industrial, commercial and/or residential properties, and/or other building and construction for conformance to codes, regulations, plans, specifications and standards; depending upon level of certification and expertise, may perform several types of inspections on one facility at one time. Drives a County motor vehicle to inspect sites and attend meetings. Confers with and provides information to developers, engineers, architects, property owners and others regarding code requirements and alternatives and County policies and procedures wherever possible; resolves complaints and problems. Investigates complaints of existing buildings to determine appropriate usage and if hazardous or life safety conditions exist. Reviews plans and specifications for buildings and related construction involving installation, remodeling, replacement and repair for use in performance of inspections. Documents and maintains accurate records of inspections, actions taken and regulatory efforts; prepares written reports and correspondence and issues notices to correct code violations. Develops and maintains knowledge of construction technology, methods and materials; updates code knowledge through regular training sessions. Uses a variety of standard office equipment, including a computer, in the course of the work.

Student Building Plans Examiner:
Reviews a variety of plans and designs to ensure conformance with codes and regulations; reviews engineering drawings and specifications to verify calculations, quantities, accuracy and completeness. Maintains accurate records and files related to the department to which assigned. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team. May assign, direct and review the work of office or technical staff on a project or day-to-day basis. Uses standard office equipment, including a computer, in the course of the work; may drive a motor vehicle to reach work sites, obtain field information or pick up and deliver materials and supplies. Uses specialized equipment to produce copies of maps, drawings and blueprints.

PHYSICAL DEMANDS
Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to reach work sites; strength and stamina to walk and climb and conduct field inspections and investigations; lift and carry up to 50 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Education and Qualifications
Resume & Letter of Recommendation: In order to be considered for this recruitment, candidates are required to submit a resume and one (1) letter of recommendation at time of application.

MINIMUM REQUIREMENTS
Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.
Education and Experience:
Must be currently enrolled as a full-time Sophomore, Junior, or Senior undergraduate, or graduate student in an accredited degree program in one of the following areas: engineering, construction management, architectural, geology, or related field. Students recently graduated within the previous 12 months are also eligible to apply. Proof of current enrollment is required at time of hire.

Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-employment drug examination.

How to Apply