DEVELOPMENT INTERN

Posting ID: IN1831650B  
Company Website: https://www.sgcity.org/

Company: The City of St. George  
Work Location: St. George, UT

Position Type: Temporary position lasting 90 days or less  
Salary: $12/hr

College Major(s): Civil Engineering (CEE)  
College Level(s): Undergraduate-Freshman, Undergraduate-Sophomore, Undergraduate-Junior, Undergraduate-Senior

OVERVIEW

The City of St. George has an exciting opportunity for the right candidate. They are looking to fill our current Development Services Intern position.

This is a temporary position. The candidate selected will be employed on a part-time/temporary basis for 90 days.

Roles and Responsibilities

Essential Functions (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. The list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

1. Tracks projects from start to finish.
2. Performs researches for special assignments.
3. Performs general civil engineering or planning tasks.
4. Responds to land use inquiries.
5. Scans and files documents.
6. Assists with preparing packets, letters, labels, etc.
7. Performs other related duties as required.

Typical Physical/Mental Demands/Working Conditions

Typical office environment with regular use of computer, printer, copier, telephone, fax, and other office equipment. Light physical effort exerting up to 20 pounds of force occasionally and/or 10 pounds of force frequently. Intermittent sitting, standing, and walking. Some exposure to elements such as heat, cold, dampness, fumes, noise, dust, or grease. Moderate exposure to stress as a result of human behavior.
Education and Qualifications

Education: Must be currently enrolled in pre-engineering, civil or environmental engineering, urban planning, or similar post-high school program.

Knowledge of:
- Clerical and general office practices.
- Correct English usage, spelling, grammar, vocabulary, and arithmetic.
- Current applicable computers and various software applications including, but not limited to, Microsoft Office Products.
- Understands general zoning, land use regulations, subdivision platting process, business licensing, and other planning and zoning permit review procedures.

Skills: Strong interpersonal skills.

Ability to:
- Follow written and verbal instructions.
- Operate office machines.
- Learn specific industry terms and understand their applications and usage.
- Remain flexible, and work well under pressure in an environment with changing priorities.
- Establish and maintain effective working relations with elected officials, department heads, co-workers, the public, and officials and employees of other jurisdictions.

How to Apply
Interested candidates are to submit a resume and cover letter to Genna Singh (genna.singh@sgcity.org) with the email subject of Development Services Internship.

Emails must be received by 5:00 pm on Monday, May 7th for consideration.