**STUDENT INTERN**

**Posting ID:** IN19612560

**Company:** Clark County Building & Fire Prevention

**Position Type:** Full-Time

**College Major(s):** Civil Engineering (CEE), Construction Management (CEM), Mechanical Engineering (ME)

**Company Website:** http://www.clarkcountynv.gov/

**Work Location:** Las Vegas, NV

**Salary:** $13.00 - $16.00 Hourly

**College Level(s):** Undergraduate-Sophomore, Undergraduate-Junior, Undergraduate-Senior

**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.

**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 data base 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.

Education and Qualifications
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.

How to Apply