



Christopher C. Branch, P.E.
Director of Public Works
Seeking (1) Surveying Summer Intern

The City of Portland's Department of Public Works Engineering Division is seeking a motivated individual to work for three months as a member of the Department's Survey Team. The work would be primarily as part of a survey field crew, working on engineering surveys for street, sidewalk and sewer reconstruction projects, as well as boundary/easement surveys, manhole and catch basin investigations, and control traverses and leveling. Although most of the work would be field work, there would also be some office work on bad weather days. These duties would include performing records research in the Department's Archives Vault or on the Cumberland County Registry of Deeds website, scanning plans and documents, processing survey field data, CAD drafting, sketching deed descriptions, and writing deed descriptions. The Intern would work under the direction of the Department's Chief Surveyor, Lead Surveyor or Survey CAD Specialist.

Requirements: Seeking a student at Junior level or higher with a GPA of 3.0 or better. The applicant should have experience using robotic total station surveying instruments and AutoDesk Civil 3D computer software. This person must be able to negotiate variable terrain and withstand varied climactic conditions, lift 40 pounds, work standing and walking for long periods of time, work safely near traffic, and be able to work with others in a friendly and professional manner. Having the ability to work carefully and with attention to detail is important, as is the ability to work well both independently and with supervision. A basic understanding of and ability to read and interpret surveying and civil engineering drawings, plans and maps is very important.

Rate of pay is \$15 per hour for 37.5 hours per week (Monday thru Friday, 7:30AM to 3:30 PM, half hour lunch). The duration of the internship would be 13 weeks starting in May or June 2018 and ending in August 2018.

The City of Portland is strongly committed to diversity in its work force.

Women and minorities are encouraged to apply.

We are an Affirmative Action/Equal Employment Opportunity employer.

Send applications/résumés to Cathy Williams, Portland DPW PAO: cmw@portlandmaine.gov

Why Choose Portland, Maine?

- Known for architectural excellence, a vibrant arts scene, and dynamic food, check it out:
- Portland Named One of America's 20 Most Learned Cities – CardHub
- Portland One of the 10 Most Unexpected Cities for High-Tech Innovation – Techie.com
- Portland Metro Region one of the Best Restaurant Areas in the Country – Huffington Post
- Portland Listed as one of ten best cities for active, healthy women – Women's Health
- Portland Considered the 11th Hippest Hipster Neighborhood – Forbes
- Portland Rated America's 7th Greenest City – Travel & Leisure
- Portland one of America's Top Ten Cities for Small Business Vitality – Portfolio.com
- Portland's Commercial Street Named one of American's 10 Great Streets – APA
- Portland Considered Top City to Visit With Dogs – Dogfriendly.com



Christopher C. Branch, P.E.

Director of Public Works

Seeking (1) GIS/Transportation Summer Intern

The City of Portland's Department of Public Works Engineering Division is seeking a motivated individual to work for three months as a member of the Department's GIS Team. The work would involve a mix of office and field GIS data collection, working on updates to city infrastructure data such as sidewalks, street lights and traffic lights. The Intern would work under the direction of the Department's GIS Specialist, GIS Technician and Traffic Engineer.

Requirements: Seeking a student at Junior level or higher with a GPA of 3.0 or better. The applicant should have experience using GPS equipment and GIS software, particularly in the areas of editing and creating GIS data layers. Experience with AutoDesk Civil 3D or other CAD software preferred, as well as experience working with CAD data in GIS. This person must be able to negotiate variable terrain and withstand varied climactic conditions, lift 40 pounds, work standing and walking for long periods of time, work safely near traffic, and be able to work with others in a friendly and professional manner. Having the ability to work carefully and with attention to detail is important, as is the ability to work well both independently and with supervision.

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Director of Public Works

Seeking (1) Traffic Operations Summer Intern

The Transportation Team of Portland's Department of Public Works is seeking a motivated individual to work with the Department for three months in a position that will provide significant exposure to urban transportation traffic signal projects. Work assignments will range from signal projects design to installation, signal repair, traffic sign installation, paperwork and filing. Work may include field reconnaissance, location and documentation of City assets, drafting of reports and memorandums, and public meeting attendance.

Requirements: Seeking a College/University student at a sophomore level or higher with some level of CAD experience (AutoCAD preferred). Must be able to negotiate variable terrain and withstand varied climactic conditions and be willing to learn basic tablet-based applications.

Understanding of GIS (particularly ESRI) is desired, as is a basic working knowledge of multi-modal urban design principles, as well as drainage and utility systems.

Rate of pay is \$15 per hour for 37.5 hours per week (Monday thru Friday, 7:30AM to 3:30 PM, half hour lunch). The duration of the internship would be 13 weeks starting in May or June 2018 and ending in August 2018.

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Portland (The largest City in Maine) is a small city of 70,000 people nestled on Maine's rocky coast, just over 100 miles from Boston. However, within this small town, much of which can be easily accessed on foot in a half hour or less lies a wealth of architectural excellence, a vibrant arts scene, and hands down one of the most dynamic food scenes in the U.S. And don't take our word for it – check out what others have found:

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Christopher C. Branch, P.E.
Director of Public Works

Seeking (1) Transportation Engineering Summer Intern

The Transportation Team of Portland's Department of Public Works is seeking a motivated individual to work with the Department for three months in a position that will provide significant exposure to urban transportation infrastructure projects of many types. Work assignments will range from sidewalk/ADA projects to street repair efforts to signal projects to complete streets design projects with a need for robust multi-modal accommodations. Work may include field reconnaissance, location and documentation of City assets, drafting of reports and memorandums, and public meeting attendance.

Requirements: Seeking a College/University student at a sophomore level or higher with some level of CAD experience (AutoCAD preferred). Must be able to negotiate variable terrain and withstand varied climactic conditions and be willing to learn basic tablet-based applications. Understanding of GIS (particularly ESRI) is desired, as is a basic working knowledge of multi-modal urban design principles, as well as drainage and utility systems.

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