



City of Union

The **City of Union, MO** is looking to hire an **Engineering Intern** for the Summer of 2024.

As part of our Engineering Department, you will be responsible for performing routine and complex administrative and technical work. Generally, your schedule will be daytime hours Monday through Friday.

Our Engineering Interns fill various roles within the Construction Inspection, Project Management and Storm water departments. Some of the duties and responsibilities for Interns in these areas include:

- Reviewing capital improvement, residential and commercial construction plans for compliance, accuracy and completeness.
- Monitoring and inspecting road construction and land disturbance projects
- Inspecting sidewalks, entrances, curb ramps, detectable warning devices, pedestrian street crossings, pedestrian handrail, stairways, and other items for compliance with the Americans with Disabilities Act.
- GIS Mapping
- Asset cataloging and classification
- Assisting in the development of short and long range strategic planning; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies, as needed.
- Reviewing plans, specifications and cost estimates for construction projects.
- Organizing and documenting findings of studies and prepares recommendations for implementation of new systems, procedures, or traffic control devices.
- Preparing a variety of studies, reports, and related information for decision-making purposes; conducts research, analysis, and prepares recommendations regarding proposals for programs, grants, services, budget, equipment, etc.
- Investigating and follows-up on citizen requests for service, complaints, and requests for information, as assigned.
- Assisting in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.
- Other duties as assigned or required.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

10 East Locust Street
Union, Missouri 63084



Office: 636-583-1805
Fax: 636-583-4091

City of Union

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and to talk or hear. The employee is regularly required to walk; stand; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must be able to climb a ladder.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

License or Certificate

- A valid Missouri driver's license

Interested candidates can pick up an employment application at:

City Hall – Administration Office
10 East Locust Street
Union, MO. 63084,

or find an employment application at:

https://www.unionmissouri.gov/document_center/employment_application_fillable_form.pdf

Please submit your cover letter, resume and completed employment application to adminassistant@unionmissouri.gov.