

City of Minneapolis Public Works Traffic & Parking Services Internships



Apply online including a cover letter and resume on or before February 29, 2024

Who is Public Works?

The Department of Public Works designs, builds and maintains the City of Minneapolis’ infrastructure, which includes but is not limited to: streets and bridges, public buildings, City’s fleet of vehicles, storm and sanitary sewer system, drinking water treatment and distribution, all public and off-street parking, traffic signals, signage and striping; solid waste and recycling, and more.

The internship

The Traffic and Parking Services aims to maintain the movement of people, services and goods throughout the city across all modes of travel. The On-Street and Mobility teams are responsible for 9,500 paid on street parking spaces with 750 pay stations, regulates over 1,000 miles of curb, and oversees the multi-modal mobility program. The division as a whole also operates 13 parking ramps alongside the Impound Lot, maintains 20,000 streetlights, and holds responsibility for traffic management through mechanisms such as signs, signals and lane striping.

We are currently seeking qualified candidates to fill the following internship positions:

- Traffic and Parking Services interns
 - 4 positions

Internship snapshot

All applicants must:

- Be 18 or older
- Have a valid driver’s license
- Registered for college
- Be willing to work outdoors in all types of weather

Compensation:

- Varies with education and experience
- Wages start at \$21.63 hourly, \$21.95 hourly for returning interns

Duration:

- May to August
- Possibility to extend through November

Hours:

- 40 hours per week, 8 hour shifts per day
- Monday - Friday
- Willing to accommodate school schedules

Public Works has determined that a criminal background check, qualifications check and /or Drug and Alcohol testing may be necessary for this position.

Questions?

Contact monique.fish@minneapolismn.gov

Apply online at
minneapolismn.gov/pw-jobs



Potential projects include:

- Engage in both directed and independent projects, with a focus on developing and expanding our data analysis capabilities, specifically within the realm of geographic visualization.
- Utilizing ArcGIS and/or Cartegraph asset management software, the intern will analyze and visualize varied data sets, and possess an eagerness to innovate and expand upon previous projects.
- Expect some field work, with a focus on the geolocation of assets, condition assessments and parking occupancy studies.
- Perform research within historical documents and records to assist staff with various projects and initiatives
- Assist with drafting of infrastructure as-builts.

Preferred Qualifications:

- Detail oriented with an innovative attitude.
- Computer skills: proficient in ArcGIS Online, ArcGIS Pro and Microsoft Office (Excel, Word, and PowerPoint). CADD skills a plus.
- Self-motivated candidates should have the ability to work independently

Location

These internships are in-person. Offices will be located at either of the following:

- Traffic Maintenance Facility, 300 Border Avenue, Minneapolis MN, 55405
- Hawthorne Transportation Center, 33 North 9th Street Suite 100, Minneapolis MN, 55403

The application

- *Apply online* at minneapolismn.gov/pw-jobs including a cover letter and resume on or before February 29, 2024
- You may apply for multiple internship positions.

Questions?

Contact monique.fish@minneapolismn.gov

Apply online at
minneapolismn.gov/pw-jobs