

# City of Minneapolis Public Works GIS & Water Resources Engineering Internships



Minneapolis  
Public Works

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 internships

The *Surface Water and Sewers* division of Public Works is responsible for planning, designing, operating, and maintaining the sanitary sewer and drainage systems within the City of Minneapolis.

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

- **Surface Water and Sewer – GIS Business Intern**
  - 3 positions available
- **Surface Water and Sewer – Operations intern**
  - 3 positions available
- **Surface Water and Sewer – Regulatory Environmental intern**
  - 4 positions available
- **Surface Water and Sewer – Planning & Design GIS and Engineering Intern**
  - 4 positions available

## Internship snapshot

### All applicants must:

- Be 18 or older
- Have a valid driver's license
- Post-secondary enrollment prior to June 1st
- 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 through August

### Hours:

- 40 hours per week
- Mon.-Fri. 8:00 am to 4:00pm
- 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](mailto:monique.fish@minneapolismn.gov)

Apply online at  
[minneapolismn.gov/pw-jobs](https://minneapolismn.gov/pw-jobs)

# Position descriptions

## Surface Water & Sewer - GIS Business Intern

- Process data requests using prior intern developed Python GIS Scripts. Responsible for sending out maps and data to the public, contractors, and developers per data requested.
- Asset management data analytics that involves gathering and processing large data from different systems that can help refine or create different asset management tools.
- GIS Python data scripting.
- GIS data entry and editing, via reading and interpreting engineering plans and drawings.
- Other GIS tasks as assigned.
- This position is best for those with an understanding of geometric networks and topology, and basic familiarity with GIS Database Design within an esri platform. Survey or locating knowledge is beneficial, but not required.

## Surface Water & Sewer - Operations Intern

- Sewer asset condition assessment and reporting - Including BMP, Manhole, Catch basin, GSI, Storm and Sanitary pipes, Sustainable landscaping, Creating Maps, mapping assets using GIS, GIS online and field maps.
- Assisting in construction inspection, quantities tracking, documentation and reporting.
- Reading plans and editing PDFs to reflect actual infrastructure conditions.
- Collection Data with R2 Trimble Units and reporting.
- ArcGIS, ArcGIS Online, ArcGIS Field maps, and Smart Sheets knowledge is highly desired for some of these operations internships.
- All operations positions are required to work outside more than 50% of the time. Some positions require physical activity to open Sewer access points. Some work will be in active construction zones or streets with traffic. Commitment to safety is a must for all positions.

## Surface Water & Sewer - Regulatory Environmental Intern

- Works closely with team coordinators to assist with implementing the City SWMP in compliance of the NPDES MS4 permit.
- Supports program managers with development and implementation of Stormwater Pollution Prevention Plans, enhancing chloride reduction methods, data management, GIS and map making, outreach, and tabling events.
- Assists with inspection and maintenance of stormwater practices, pre-site visit preparations, conducting field inspections, reviewing documents, and regulations.

## Surface Water & Sewer - Planning & Design GIS and Engineering Intern

- Analyze flood impacts and solutions using geospatial tools.
- Assist engineers to create, review, and maintain hydrologic / hydraulic models and associated GIS data.
- Create maps as needed to support SWS programs, with emphasis on community and inter-department engagement.
- Refine geoprocessing tools used to map flood impacts and identify project opportunities.

### Preferred Qualifications:

- Computer software skills with at least 3 months of education and/or experience using ESRI ArcGIS, working with geodatabases, and/or shapefiles and editing.
- Working knowledge of Microsoft Office (Excel, Word, Outlook, PowerPoint, and Access).
- A high level of attention to detail, the ability to do repetitive work, the ability to work independently, and a willingness to learn.

### Location

- Hiawatha Yard (1901 26th St E) or Public Service Center (250 S 4th St)
- Some of these positions are a hybrid model. Please see online job posting for more details.

### Questions?

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