



CITY MANAGER'S OFFICE
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7035 · www.newarkde.gov

POSTED: February 16, 2024

PUBLIC WORKS & WATER RESOURCES SUMMER INTERNS

City of Newark, Delaware, Department of Public Works and Water Resources – Up to 3 Positions Available.

- General Description (some or all of this in each position):
 1. Inventory traffic control signs within the corporate limits relative to compliance with the Delaware Manual on Uniform Traffic Control Devices (MUTCD), using GPS data collector, retroreflectometer, and other tools.
 2. Data collection to assist with development of City's Drinking Water, Wastewater, and Stormwater GIS databases.
 3. Traffic calming design and analysis, vehicle counts, warrant analysis.
 4. Other tasks may include administrative tasks, inspection of catch basins, and storm pipe utilizing department camera equipment, or other Public Works, Water, and Water Resources planning and support activities.
- Required Knowledge, Skills, and Abilities:
 1. Knowledge of Microsoft Office software (Word, Excel).
 2. Knowledge of geographical information systems (GIS) to produce maps and manipulate data preferred; ability to learn GIS essential.
 3. Ability to plan, schedule and/or coordinate with department staff.
 4. Must possess a valid driver's license.
- Physical and Environmental Conditions:
 1. The work requires occasional moderately strenuous effort such as the lifting and handling of light to moderately heavy materials and equipment; walking or climbing around roadside and other areas; sitting or standing in a fixed position for extended periods of time.
 2. The work environment involves moderate risk with occasional exposure to potentially dangerous conditions such as those typically found on construction sites. These conditions require a range of safety precautions and will likely result in exposure to extreme temperatures and inclement weather conditions.

- Timeframe, Compensation, and Applications:
 1. 12-week period beginning in late May or early June.
 2. 37.5 hour workweek; 7:30 a.m. - 3:30 p.m. with a 30-minute unpaid lunch, Monday - Friday.
 3. Pay \$18.00 per hour.
 4. Interviews will be scheduled in late March.
 5. Interested individuals must complete an application online at www.newarkde.gov/jobs by **4:00 p.m. Friday, March 15, 2024**. EOE.