

# 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](mailto:monique.fish@minneapolismn.gov)

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

### Questions?

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