



STUDENT INTERN I

ECONOMIC DEVELOPMENT

Economic Development Student Intern I. Part-time (6-10 hours/week) contract employee to work in the Economic Development Department. The Intern will be trained and expected to participate in the following activities: update Business Database; update information on website; and assist in a variety of economic development programs and other duties as assigned.

Qualifications: Be enrolled in a high school within the City of Carrollton, knowledgeable in Microsoft Office® and web-based programs; independent and highly motivated; strong verbal and written communication skills; and strong organizational skills.

ENGINEERING

Engineering Student Intern I. The Intern will gain a general understanding of the various aspects of civil engineering and the municipal environment. Additionally, the Intern will be provided with basic training in construction inspection of infrastructure and culture and leisure projects. The Intern may be trained and participate in the following activities: review of engineering plans; review of FEMA flood maps; input of data into the City's GIS system; in-field inspection of construction projects; conduct parking and traffic turning counts; and create accident/crash diagrams.

Qualifications: Be enrolled in a high school within the City of Carrollton, completed high school Algebra II, Geometry and Introduction to Computers. Must have a valid Texas Class C Driver's License.

Inspection Student Intern I. The Intern will gain a general understanding of the various aspects of civil engineering and the municipal environment. Additionally, the Intern will be provided with basic training in construction inspection of infrastructure and culture and leisure projects. The Intern may be trained and participate in the following activities: review of engineering plans; review of FEMA flood maps; in-field inspection of construction projects; learn various material testing used in construction inspection; conduct parking and traffic turning counts.

Qualifications: Be enrolled in a high school within the City of Carrollton, completed high school Algebra I and must have a valid Texas Class C Driver's License.

Transportation Engineering Student Intern I. The Intern will gain a general understanding of the various aspects of transportation engineering and the municipal environment. Additionally, the Intern will be provided with basic training in transportation engineering practices and studies. The Intern may be trained and participate in the following activities: review of engineering plans; input of data into the City's GIS system; in-field inspection of traffic operations; conduct parking and traffic turning counts; and create accident/crash diagrams.

Qualifications: Be enrolled in a high school within the City of Carrollton, completed high school Algebra II, Geometry and Introduction to Computers.

ENVIRONMENTAL SERVICES

Animal Services Intern I. Part-time (20 hours/week) contract employee who will assist in vector control and shelter operations. The Animal Services Intern will be introduced to Animal Services Operations in the City and will be a part of our succession plan. The Intern will be trained and participate in the following activities: West Nile Virus Program – collect and process insect samples; animal shelter record management; research on animal care and enforcement best practices; public education/public participation events; animal shelter equipment maintenance and safety meetings.

Qualifications: Be enrolled in a high school within the City of Carrollton and possess a valid Texas Class C Driver's License.

Community Services Intern I. Part-time (20 hours/week) contract employee to assist in code compliance and community development operations. The Intern will be introduced to the broad range of Environmental Services functions and will be a part of our succession plan. The Intern will be trained and will participate in the following activities: property maintenance inspections – follow-up and record-keeping; neighborhood association support and development; housing repair and neighborhood beautification grants; research on best municipal practices in code compliance; public education/public participation events; database and equipment maintenance and safety meetings.

Qualifications: Be enrolled in a high school within the City of Carrollton and possess a valid Texas Class C Driver's License.

Environmental Quality Intern I. Part-time (20 hours/week) contract employee that will assist in pollution control and food safety operations. The Intern will be introduced to the broad range of Environmental Services functions and will be a part of our succession plan. The Intern will be trained and will participate in the following activities: food safety inspections – follow-up and record-keeping; facilitate Food Service Worker Certification tests; pollution control inspections; public education/public participation events; database and equipment maintenance; research on food safety and environmental quality issues; programs and safety meetings.

Qualifications: Be at least a high school junior within the City of Carrollton, have completed AP/Pre-AP courses in Biology and Chemistry with a grade of at least 85 (AP/Pre-AP curved grade), and have working knowledge of Microsoft Office®. Spanish speaking preferred.

FACILITIES

Administrative Services Student Intern I. Part-time (20 hours/week) contract employee to perform administrative duties. The Facility Services Intern will be introduced to Facility Operations in the City and will be a part of our succession plan. The Intern will be trained and will participate in the following activities: work order process flow; purchasing and inventory control; accounting practices (payables/receivables); lease tracking; annual price agreement process flow; customer service practices; records management; and budget tracking.

Qualifications: Be enrolled in a high school within the City of Carrollton; general knowledge of math; detail-oriented; strong verbal and written communication skills; ability to communicate at a professional level; and skilled in use of Microsoft Office®.

Craft Technician Student Intern I. Part-time (20 hours/week) contract employee to perform Craft Technician duties. The Facility Services Intern will be introduced to Facility Operations in the City and will be a part of our succession plan. The Intern will be trained and will participate in the following activities: safety training as it relates to our industry; code compliance training; customer service skill training; routine preventative maintenance tasks; use of common hand tools and power tools; read and interpret blue prints; review technical manuals; troubleshoot and maintain HVAC, electrical, and plumbing systems in commercial buildings; general carpentry skills; routine building maintenance (changing light bulbs, carpet replacement, painting, etc.); and best lock and door hardware skills.

Qualifications: Be enrolled in a high school within the City of Carrollton, experience in carpentry, electrical, plumbing, HVAC (one year of formal training in one of the above areas may substitute for one year of experience) and possess a valid Texas Class C Driver's License.

FINANCE

Finance Intern I. The Finance Intern will be introduced and provide support to the Finance Department Operations in the following divisions: Accounting, Treasury, Purchasing, Utility Billing, Utility Meter Reading, Budget and Management Analysis, Internal Audit, and Risk Management. Duties may include but are not limited to: attend various meetings; observe various Finance functions; assist in the assembly of budget documents and review for accuracy; attend meetings with departments to review budget plans, determine budgetary needs, and collect information to offer findings and recommendations; assist in preparing reports, graphs, charts and other illustrative materials on budget matters; develop an understanding of how cost-effective

business practices in City department operations ensure adequate financing for current and future City projects and services through the Managed Competition process; assist in research and data collection; assist in reviewing and identifying performance measures to evaluate a department's performance; enter documents to general ledger; organize accounting documents for future reference; complete information requests for other departments; assist in processing of daily cash activity; assist in processing fixed assets activity; assist on special projects; assist in preparing the documentation for City auction of surplus property; assist with the scanning and indexing of records from paper to CD's; and assist with processing of mail and print shop jobs.

Qualifications: Be enrolled in a high school within the City of Carrollton, general knowledge of math, detail-oriented, strong verbal and written communication skills, ability to communicate at a professional level and skilled in use of Microsoft Office®.

Municipal Court Intern I. The Intern will support administrative functions of the court and gain a general understanding of operations of a municipal court. Duties may include, but are not limited to: assisting with preparation of dockets; data entry; opening and logging incoming mail; sorting and filing documents; proofreading and organizing documents; photocopying, scanning and indexing documents; assisting window clerks with verification of insurance; assisting with special projects as assigned.

Qualifications: Enrolled in a high school within the City of Carrollton; strong verbal and written communication skills; strong computer skills; ability to communicate at a professional level and support confidentiality requirements; knowledge of Microsoft Office®.

FLEET

Fleet Student Intern I. Part-time (20 hours/week) contract employee to assist with maintenance and repair of City vehicles and equipment. The Fleet Intern will be introduced to Fleet Operations in the City and will be a part of our succession plan. The Intern will be trained and participate in the following activities: attend safety meetings; provide quality customer service; tire mounting and dismounting; shop maintenance; new vehicle make-ready; auction vehicle make-ready; in-house fuel system maintenance; lift operation and maintenance; vehicle preventive maintenance and repair; invoice processing; vehicle specification; ground equipment repair; fleet reporting; automotive parts procurement; and RTA fleet system input (work orders and timekeeping).

Qualifications: Be enrolled in a high school within the City of Carrollton, must be enrolled in an Automotive Technical Program, possess a valid Texas Class C Driver's License and have basic computer skills.

LIBRARY

Library Services Student Intern I. Part time (20 hours/week) contract employee working in Access Services and Technical Services units to support library services. The Library Services Intern will be trained and participate in the following activities: shelve library materials, read shelves for accuracy and re-shelve misplaced items, etc. Check-in library materials and empty book drops, help library customers checking out items at checkout desk and electronic self check. Push fully loaded book carts to transfer materials, maintain appearance of work and public areas, process library materials in all formats, perform minor repair and mending of library materials, participate in the units' collection maintenance projects, and perform other duties as assigned.

Qualifications: Be at least 16 years of age and enrolled in a high school within the City of Carrollton, pass pre-employment drug screening, responsible for his or her own transportation, have good alphabetical and numerical skills. Able to reach to shelve items, bend and kneel for items on floor-level shelves, move carts and lift bags weighing up to 25lbs, organized and reliable, patient and positive.

PARKS

Summer Camp Student Intern I. Part-time or full-time (20-40 hours/week) contract employee to do Summer Camp Programming support. The Intern will be introduced to Parks and Recreation operations in the City and will be a part of our succession plan. The Intern will be trained and participate in the following activities: supervise youth and ensure their well-being; accompany youth on field trips; supervise playground activities; stand, bend, walk, run, stretch, twist, kneel, crouch, push and pull while working with youth; coordinate and implement daily activities for youth.

Qualifications: Be at least 17 years of age and enrolled in a high school within the City of Carrollton. Skilled in dealing effectively and efficiently with youth, understand and follow oral and written instructions, knowledge of planning and coordinating daily activities, work alone and be a self-starter and able to work Monday-Friday (20-40 hours/week).

PUBLIC WORKS

Concrete Maintenance Intern I. Part-time (10-25 hours/week) contract employee to do concrete maintenance work. The Public Works Intern will be introduced to Public Works Operations in the City and will be a part of our succession plan. The Intern will be trained and participate in the following activities: street sawing and excavation, sub-grade compaction and preparation, form setting, concrete finishing, landscaping, MUTCD regulations, proper safety rules and regulations, and attend safety meetings.

Qualifications for position: Be at least 16 years of age and enrolled in a high school within the City of Carrollton, pass pre-employment drug screening, responsible for his/her own transportation, be able to drive a City vehicle (preferred but not necessary), be able to work a minimum of four hours per day (minimum of three per week) during semester, be able to work 40-hour weeks during summer and provide steel-toed work boots.

Maintenance Worker Student Intern I. Part-time (15-30 hours/week) or full-time (40 hours/week in the summer months) contract employee to conduct maintenance activities on the public drinking water system. The Maintenance Worker Intern I will be introduced to the maintenance activities to the water distribution system in the City and may be a part of our succession plan. The Intern will be trained and participate in the following activities: work safety practices; various types of concrete construction; maintenance and repair work on streets; waterline installation; replacement of concrete streets and sidewalks; and rules and regulations pertaining to water systems.

Qualifications: Be enrolled in a high school within the City of Carrollton, ability to lift 50 pounds, work in extreme environments, and read and understand reference books, manuals and procedures. Must have a valid Texas Class C Driver's License.

Traffic Signal Construction and Maintenance Intern I. Part-time (10-25 hours/week) contract employee who will be introduced to Public Works Operations in the City and will be a part of our succession plan. The Intern will be trained and participate in the following activities: traffic signal construction practices, traffic signal maintenance practices, MUTCD regulations, proper safety rules and regulations and attend safety meetings.

Qualifications: Be at least 16 years of age and enrolled in a high school within the City of Carrollton, pass pre-employment drug screening, responsible for his/her own transportation, be able to drive a City vehicle (preferred but not necessary), be able to work a minimum of four hours per day (minimum of three per week) during semester, be able to work 40-hour weeks during summer and provide steel-toed work boots.

RESOLUTION CENTER

Resolution Center Student Intern I. Part time (8 hours/week) contract employee to perform standard duties related to customer contact requests. The Intern will be introduced to City Call Center Operations, have insight into the operation of many different City departments and will be a part of the department's succession plan. The Intern will be trained and participate in the following activities: answer and respond to inbound phone and radio calls, and/or emails from citizens and staff related to multiple internal departments; transfer callers as appropriate; assess customer needs; assist with interpretation of City policies, department guidelines/policies and/or ordinances for customers; assess tone of customer communication and respond in an appropriate and professional manner; provide customers with contact information and/or services to resolve specific issues; research and log information using various databases in order to respond to customer inquiries, complaints and concerns; enter information into databases and systems; create and process work orders and dispatch crews to assist residents; process and enter payment information into database and issue confirmation to customers; and perform other duties as assigned.

Qualifications: Be enrolled in a high school within the City of Carrollton, possess ability to communicate effectively and professionally with a variety of individuals, telephone etiquette skills, multi-tasking skills, a solid understanding of basic mathematical calculations and a basic knowledge of database systems (preferred).