

INTERNSHIP OPPORTUNITY



Engineering Intern - Recruitment #345

Posting Period

April 8, 2016 –
May 6, 2016

Compensation

\$15.00 - \$18.00 per hour

All internships are paid at an hourly rate, are non-exempt and do not receive benefits.

Department

Engineering

Reports To

Director, Engineering

To Apply

<https://careers.portoftacoma.com>



For question or inquiries, please contact the Human Resources Department at hr@portoftacoma.com

THE PORT OF TACOMA IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO PROMOTING AND ENCOURAGING DIVERSITY IN THE WORKPLACE.



Summary

This internship will assist the Engineering Department with project and construction management and project reporting. Duties will include, but are not limited to: daily management of project specific contract documents and correspondence; assist with document management including but not limited to submittals, requests for information, correspondence, notices, bulletins, engineering field clarifications, plans and payment applications. Other responsibilities include assisting with construction document preparation including plans and specifications, and visiting project sites in the field with the Project Managers and Engineering personnel as necessary.

This internship is expected to start on or around June 1st.

Hours for the internship will be Monday-Friday, 8:00 a.m. and 5:00 p.m.

Qualifications

Applicants must be enrolled in an accredited four-year college or university or enrolled in an accredited graduate school, pursuing a degree in Engineering, Construction Management, Project Management or related field.

Applicants must have a solid understanding of basic engineering principles and be able to interpret engineering documents. Attention to detail, the ability to collect, compile and analyze data and communicate clearly and concisely both verbally and in writing are essential.

A strong technical background, with proficiency in MS Office software applications required.

Eligibility

All individuals offered an internship must provide acceptable proof of identity and authorization to work in the United States. Proof will be required prior to starting.

The successful intern must possess (or obtain within 30 days of employment) a valid driver's license. Intern must be able to successfully complete a post-offer substance abuse test and background investigation.

Application Process

All applicants **must** thoroughly complete a Port of Tacoma application online at <https://careers.portoftacoma.com> and upload both a resume and cover letter to be considered for this opportunity.

In the cover letter, the applicant must clearly describe the following:

- Why you are interested in the internship?
- What specific skills can you contribute to the internship?
- What are your future career goals and how will this internship help you in reaching those goals?

Only applications which are complete and meet the qualifications and requirements identified in this announcement may be considered for interview.