



JOB TITLE:	Public Works Intern	GRADE:	PTT 1
DEPARTMENT:	Parks and Recreation	FLSA STATUS:	Non-Exempt Part Time Temporary
REPORTS TO:	Director of Public Works		

GENERAL DEFINITION OF WORK:

Performs responsible professional work in the production of studies, engineering and architectural plans for parks, buildings and public works capital improvement projects. Direction is provided by the Director of Public Works and assigned Public Works personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Provide public works capital project park and infrastructure related concepts, studies and designs using computer aided design (CAD), geographic information system methods and standards.
2. Assist in preparing construction drawings, specifications, and cost estimates.
3. Assist in preparing scopes of work, proposals, review studies, plans, and construction bid documents.
4. Coordinate efforts with other County Division and Department staff as needed to complete assigned tasks.
5. Participate in special project assignments with other County Divisions, Departments, and stakeholders.
6. Performs other duties as assigned to support Public Works and park and recreation infrastructure.

KNOWLEDGE, SKILLS AND ABILITIES:

Entry-level knowledge and skills in engineering design, landscape architecture, or building architecture. College-level knowledge and skill in using computer aided design, Microsoft Office, ESRI GIS software, and Adobe Acrobat. Excellent problem solving, math, graphics, writing and communication skills. Ability to comprehend technical specifications and interpret construction drawings. Ability to effectively communicate ideas both orally and in writing; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Applicants shall be enrolled in an accredited college or university program with a major focus in Civil Engineering, Architecture, Landscape Architecture, or similar degree program. Applicants shall be a rising Junior or Senior with a minimum 3.0 GPA within the respective major. Experience with graphic design, surveying, urban planning, stormwater management, grading, ecology, and construction management preferred, but not required.

A transcript copy shall be submitted as verification of educational requirements.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment,

determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate valid driver's license is required. Must have reliable transportation and be covered by auto and health insurance, as these will not be provided by the County. (If a County vehicle is not provided, the County will pay mileage to and from the intern's assigned work location and any assigned field work.)

Applicant must be legally authorized to work in the United States and willing to provide unexpired USCIS Form I-9 employment eligibility verification documentation upon request.

Revised: 5/2025

Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/jobs/>
or
2. Complete and email an Application to HR@washco-md.net
or
3. Complete and mail Application to:
**Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740**

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:

Thursday June 12th, 2025 4:00 PM