



**CITY OF AMES**  
invites applications for the position of:  
**Civil/Construction Engineering Co-ops**

An Equal Opportunity Employer

**SALARY:** \$17.48 - \$19.64 Hourly

**OPENING DATE:** 01/10/22

**CLOSING DATE:** 02/14/22 05:00 PM

**GENERAL INFORMATION:**

The Engineering Division of the City of Ames Public Works Department is seeking motivated and creative students for full time internship positions for the 2022 construction season (May through December). Under the direction of the Civil Engineer I, support and assist in project management, surveying, and inspection of all phases of construction projects.

This temporary position works full-time May 16, 2022 through December 16, 2022. Normal working hours are Monday through Friday between 7:00am-3:30pm. Some events will require weekend or evening work hours.

Must be willing to work long hours and Saturdays as needed. Work shirts and work boots provided. Full-time student status is maintained throughout the co-op. Co-ops working over 40 hours in a week will receive overtime pay.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

**Construction:**

Perform field inspection and documentation of concrete paving; asphalt paving; water main, storm and sanitary sewer installations. Perform field testing of construction materials to ensure that tests are performed accurately, timely, thoroughly, and according to specification. Document and summarize all appropriate data necessary for pay estimates, construction diaries, asbuilt drawings, and measure quantities to ensure data integrity and compliance with regulations.

**Survey**

Assist the survey crew in construction staking and collection of existing conditions survey data. May also assist GIS staff as needed.

**Project Management**

Support project managers by drafting documents, keeping minutes, developing public information exhibits, and other work related to the development and management of project scopes, schedules, and budgets.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; committing to diversity, equity, and inclusion; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respecting one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Other Job Functions: Other duties as assigned.

**QUALIFICATIONS:**

## Education and Experience:

## Required:

-Must be an undergraduate student enrolled in a Co-op Program at Iowa State University or University of Iowa.

-Field of study in civil or construction engineering.

## Preferred:

-Work experience in civil or construction engineering.

-Sophomore, junior, or senior level in program of study.

Licenses and Certification: Valid driver's license required.

## Knowledge, Abilities, and Skills:

Knowledge of basic civil/construction principles preferably as they relate to public works infrastructure, including the ability to read and interpret construction drawings and specifications. Ability to be detail oriented; Ability to learn and use the principles and practices of civil engineering as applied to the construction of public works projects; Ability to work independently, prioritize tasks and complete work accurately on a timely basis; Ability to communicate technical engineering information effectively, verbally and in writing; Ability to establish and maintain effective working relationships; Ability to work outdoors in all weather conditions. Skill in data collection; skill in using Microsoft office suite.

Please attach resume with your application.

**SUPPLEMENTAL INFORMATION:****Physical and Environmental Characteristics:**

Required Physical Activities: Climbing balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, and hearing.

Physical Characteristics of Work: The work involves sitting 45 percent of the time; sitting and using arm/leg controls 5 percent of the time; standing (but not walking) 5 percent of the time; standing and walking 45 percent of the time; routinely lifting objects under 10 pounds; routinely lifting objects from 10 to 25 pounds; occasionally lifting objects from 25 to 50 pounds; and occasionally lifting objects over 50 pounds.

Vision Requirements: The minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer monitor, extensive reading, visual inspection involving small defects or parts, use of measurement devices or assembly of parts at distances close to the eyes.

Environmental Conditions: The work is performed inside and/or outside and includes being exposed to extreme cold, extreme heat, noise, atmospheric conditions that affect the respiratory system or skin, isolation, and low-level radiation.

Equipment Used to Perform Essential Functions: A variety of general office equipment, two-way radio, computer hardware, software, and related equipment, automobile or pickup truck, a variety of printed materials, specialized tools and equipment for surveying, drafting and design, hard hat, safety goggles, and safety vest, microfilm reader/printer, ladder, filing cabinets.

**Selection Process:**

The selection process consists of an evaluation of education and experience, phone interview, on-site interview, and completion of a criminal background check, which includes a sex offender registry check and motor vehicle record check. All candidates will be notified by email of their application status.

**\*\*Preference may be given to applicants possessing qualifications above the minimum.\*\***

### **E-Verify Process:**

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

### **OSHA Emergency Temporary Standard Requirements**

The City of Ames is an employer of 100 or more employees, which under OSHA's emergency temporary standard requires us to ensure that all employees are either fully vaccinated for COVID-19 or provide a weekly negative test and wear a face covering while working.

NOTE: Persons with disabilities must submit requests for ADA testing accommodations to the Human Resources Department prior to the application deadline.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

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APPLICATIONS MUST BE FILED ONLINE AT:

<http://www.cityofames.org/jobs>

Job #21-PWCOOP-01  
CIVIL/CONSTRUCTION ENGINEERING CO-OPS  
TM

OUR OFFICE IS LOCATED AT:

515 Clark Ave  
Ames, IA 50010  
515-239-5199  
[hr@cityofames.org](mailto:hr@cityofames.org)

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### **Civil/Construction Engineering Co-ops Supplemental Questionnaire**

- \* 1. Are you willing to commit to working full-time from May 2022 through December, 2022 in Ames? Some events will require weekend or evening work hours.  
 Yes  No
- \* 2. A requirement of this position is to be enrolled in ISU or U of I's co-op program. Are you, or do you plan to be, enrolled in ISU or U of I's co-op program for the 2022 construction season (May through December)?  
 Yes  No
- \* 3. Will you have a valid driver's license at the time of hire?  
 Yes  No
- \* 4. What is your primary engineering discipline?
- \* 5. Please describe any experience you have related to civil or construction engineering, if applicable.

\* 6. Please indicate your class status as of the Spring 2022 (Freshman, Sophomore, Junior, or Senior).

\* Required Question