



APPLICATIONS ACCEPTED UNTIL FILLED

FIELD DATA INTERN – ENGINEERING AND PLANNING

SALARY - \$12.88 PER HR – No Benefits

*This position is designated safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

The City of Midwest City, Oklahoma, is searching for a high-school graduate, college undergraduate or college graduate student to conduct field data collection and computer data entry of the City infrastructure. This work will be performed for the City's Engineering and Construction Services Department under the direction of the Engineering and Construction Services staff.

RESPONSIBILITIES

- Collect data in the field using maps, forms and iPads.
- Assist Community Development staff with filing of project documents.
- Work with Community Development staff to retrieve data, help survey, and write reports.
- Drives city vehicle on a regular basis.

REQUIREMENTS

- Must be able to read a map and interpret directions.
- Ability to walk outdoors along paved and grassy areas while carrying iPad and/or note taking pad.
- Ability to read and understand instructions and accurately fill in data on iPad or form in the field. Ability to enter data on a keyboard.
- Must be at least 18 years of age.
- Must possess a valid Oklahoma driver's license and be insurable. Selected interns will need to provide the City with a copy of their driving record.
- Must be able to pass a physical examination/drug screen.
- This classification is a "safety-sensitive" position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a "safety-sensitive" classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana license will not excuse you from the testing process, or the consequences of testing positive for marijuana.

Approximate Starting Date: Immediate
Approximate Ending Date: Until work completed
Level of Effort: 12-29 hours per week

Anyone interested in this position can fill out an application for employment at the City of Midwest City's Human Resources Department. You may download and print the application from the City website – www.midwestcityok.org. For more information, contact Brandon Bundy at (405) 739-1213. 7-27-22