

# City of Minneapolis Public Works Right of Way & Pedestrian Accessibility Internships

Apply online including a cover letter and resume on or before February 29, 2024.

## Who is Public Works?

The Department of Public Works designs, builds and maintains the City of Minneapolis' infrastructure, which includes but is not limited to: streets and bridges, public buildings, City's fleet of vehicles, storm and sanitary sewer system, drinking water treatment and distribution, all public and off-street parking, traffic signals, signage and striping; solid waste and recycling, and more.

## The internship

The Right of Way and Pedestrian Accessibility Internships will assist Sidewalk Inspections Team and the Right of Way Management Team within Public Works Administration. As an intern in this division, you will have access a city vehicle and cell phone. In addition to this, special field trips will be offered such as tours of the water treatment plant, the heavy fleet repair garages, the traffic control center, the recycling yard and a water pipe lining operation.

We are currently seeking qualified candidates to fill **3** internship positions.

## Internship snapshot

### All applicants must:

- Be 18 or older
- Have a valid driver's license
- Registered for college
- Be willing to work outdoors in all types of weather

### Compensation:

- Varies with education and experience
- Wages start at \$21.63 hourly, \$21.95 hourly for returning interns

### Duration:

- May to August

### Hours:

- 40 hours per week
- Mon.-Fri. 7:00 am to 3:30 pm
- Willing to accommodate school schedules

*Public Works has determined that a criminal background check, qualifications check and /or Drug and Alcohol testing may be necessary for this position.*

### Questions?

Contact [monique.fish@minneapolismn.gov](mailto:monique.fish@minneapolismn.gov)

Apply online at  
[minneapolismn.gov/pw-jobs](https://minneapolismn.gov/pw-jobs)





## Position Highlights

While working in this division some of the opportunities you will experience are:

- Introduction to permitting of all sidewalk, curb/gutter, pedestrian ramp and alley repair
- Overseeing the upgrade of sidewalks through Minneapolis for better walkability
- Responding to residents or property owners with sidewalk issues or questions within the Right of Way as well as review general Right of Way issues that are that are brought to our Team
- Americans with Disabilities Act (ADA) design, construction and policy review
- Gain a comprehensive understanding of ADA rules and regulations related to pedestrian ramps
- Private Development review
- Utilize GIS to maintain City of Minneapolis ADA database, to track work for the team, and to create dashboards and maps
- Collaborating with other teams within Public Works as well as across the entire enterprise
- Asset management using ELMS and Smartsheet
- Learning how to navigate the entire City of Minneapolis
- Assist Professional Engineers and Managers on City lead construction projects
- Assist with project inspection and documentation
- Learn interpretation of design plans
- Field site visits and measurements
- Work with staff to respond to resident concerns
- Work on a variety of construction and engineering assignments
- Minneapolis Ordinance introduction

### Minimum Qualifications:

- Computer skills: Proficient in Microsoft Office (Excel, Word, and PowerPoint).
- Self-motivated candidates should have the ability to work independently and in a team environment.

## Location

- Public Service Building (505 4th Ave S). These internships are in-person.

### Questions?

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