



Oakland Public Works

Student Trainee, Part-Time

OPENS: March 1st, 2017 CLOSSES: March 31st, 2017

Bureau of Design and Construction

Description:

This intern will work on updating, collecting, and creating the digital version of Oakland's infrastructure. The job will include taking fieldwork measurements, data collection, scanning, desktop analysis, editing, geo-referencing, modeling, mobile/web development, conduct needs assessment and cartographic publishing.

Typical duties may include, but are not limited to the following:

- **Scan plan sets and link to spatially enabled cloud library**
- **Take measurements and collect data in the field**
- **Locate and utilize all available resources to update data and track changes**
- **Create custom maps, tables, and charts for web or printed material using ArcGIS.**

Qualifications: Strong oral and written communication skills; competent with using maps; basic desktop proficiency.

Education: Must be enrolled in a four-year college program

Experience: Please provide work references. Experience with AutoCAD and/or ArcGIS is a plus.

Certification or License: Individuals who are appointed to this position must maintain a valid California Driver's License throughout the tenure of employment.

Process: Please submit your resume and completed application to bkimball@oaklandnet.com (Subject: "Student Trainee").

You can also mail resume and completed City application to PWA Human Resources, 250 Frank Ogawa Plaza, Suite 4314, by **5:00 p.m. on March 31st, 2017.**

Do not submit applications at any other location. For questions, contact Brian Kimball at extension 510-238-3542 or Jimmy Mach at 510-238-3303.

The pay is \$12.99 to \$24.56 per hour, based on experience and qualifications.



City of Oakland Employment Application

Exact title of position for which you are applying:

Human Resources Management

150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-2019 ☎ (510) 238-3112 ✦ (510) 238-3111 (Job Hotline) ✦ (510) 238-3254 (TDD)

Web Site: www.oaklandnet.com

1. LAST NAME		FIRST NAME		MI		
2. CURRENT ADDRESS		NUMBER & STREET	APT. NO.	CITY	STATE	ZIP CODE
3. HOME PHONE		4. BUS. PHONE		5. EMAIL		
6. Are You Now, OR Have You Ever, Been Employed By the City of Oakland: <input type="checkbox"/> Yes <input type="checkbox"/> No If "YES": FROM/TO _____ Department / Class Title _____				7. OTHER NAMES USED WHILE EMPLOYED BY THE CITY OF OAKLAND: _____		
8. Type of employment that you will accept: <input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time				9. DO YOU HAVE A HIGH SCHOOL DIPLOMA OR EQUIVALENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
10. NAME, CITY & STATE OF HIGH SCHOOL, COLLEGES/UNIVERSITIES ATTENDED		UNITS COMPLETED SEMESTER QUARTER		COURSE OF STUDY/MAJOR	TYPE OF DEGREE:	COMPLETED: YES NO
						<input type="checkbox"/> <input type="checkbox"/>
						<input type="checkbox"/> <input type="checkbox"/>
						<input type="checkbox"/> <input type="checkbox"/>
11. OTHER RELEVANT COURSES AND TRAINING		NAME AND LOCATION OF INSTITUTION		LENGTH OF COURSE		ENDED
12. PROFESSIONAL LICENSE OR CERTIFICATE, IF REQUIRED		CERTIFICATE NUMBER		DATE ISSUED		EXPIRATION DATE
13. LIST ANY FOREIGN LANGUAGES YOU CAN SPEAK, READ OR WRITE FLUENTLY Language _____ Speak ____ Read ____ Write ____		14. PLEASE INDICATE VALID DRIVER'S LICENSE OR ID NUMBER, STATE, EXPIRATION DATE				
15. DESIGNATE SKILLS, IF REQUIRED FOR THIS POSITION. (Note: Testing of skills may be required prior to or following selection.) Typing Speed _____ wpm Data Entry Speed _____ wpm				FOR OFFICIAL USE ONLY: Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Education <input type="checkbox"/> Experience <input type="checkbox"/> License <input type="checkbox"/> Met MOs/Scrnd <input type="checkbox"/> Other <input type="checkbox"/> CSB Rule 4.06 <input type="checkbox"/> Initials _____ Date _____		
16. NAME, ADDRESS AND PHONE NUMBER OF EMERGENCY CONTACT NAME _____ PHONE _____ ADDRESS _____ CITY _____						
Certificate of Applicant: I certify that all statements made in the application are true and I agree and understand that misstatements or omissions of any material will subject me to disqualification or dismissal. Signature: _____ Date: _____				The City of Oakland complies with all Federal, State and local laws mandating Equal Employment Opportunities. If you feel you have been treated unfairly or discriminated against because of race, color, religion, national origin, ancestry, sex, gender, age, veteran status, disability, marital status, or gender identity, or sexual orientation, please contact the City's Equal Opportunity Programs Division at (510) 238-3500.		

This Section MUST be filled out or your application may not be considered. You may also attach a resume or other relevant documents to further describe your qualifications.

17. EXPERIENCE: Begin with your most recent experience. List all employment in the last SEVEN years that is related to the job for which you are applying. Indicate Self-employment, U.S. Military Service and Volunteer Experience. Indicate "Volunteer" in the space for salary. Include details that meet the entrance requirements of the position.

FROM Mo/Yr	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION	NO. EMPLOYEES SUPERVISED BY YOU
TO Mo/Yr	ADDRESS CITY STATE ZIP	NAME OF SUPERVISOR	SUPERVISOR'S PHONE NO.
Hrs. PER Wk.	DUTIES:		
SALARY: \$ _____ PER _____			

MILITARY SERVICE?
 Yes No

REASON FOR LEAVING

FROM Mo/Yr	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION	NO. EMPLOYEES SUPERVISED BY YOU
TO Mo/Yr	ADDRESS CITY STATE ZIP	NAME OF SUPERVISOR	SUPERVISOR'S PHONE NO.
Hrs. PER Wk.	DUTIES:		
SALARY: \$ _____ PER _____			

MILITARY SERVICE?
 Yes No

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Hrs. PER/Wk.	DUTIES:		
SALARY: \$ _____ PER _____			

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 Yes No

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Hrs. PER Wk.	DUTIES:		
SALARY: \$ _____ PER _____			

MILITARY SERVICE?
 Yes No

REASON FOR LEAVING

INQUIRY MAY BE MADE OF YOUR FORMER EMPLOYERS OR THE LAST SCHOOL YOU ATTENDED REGARDING YOUR PERFORMANCE RECORD.

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO