

# **Internship Job Description**

**The City of Portage's Municipal internship program provides students with on the job Public sector training and experience while making important contributions to the City.**

**The Transportation & Utilities Engineering Intern will work closely with city staff to assist with construction supervision, site surveying and data reporting.**

**Some of the job details may include:**

- **Participate in asset management duties for updating the city data records for infrastructure items.**
- **Compile data from engineering maps, utility maps, and site mapping.**
- **Verify map data and assist GIS staff with map upgrades using ARC-GIS software**
- **Assisting on special projects.**
- **Willing to work 18 hours a week, Monday – Friday**