

# **CARTWRIGHT NOR CAL**

Cartwright Nor Cal is a civil engineering firm specializing in professional consulting and civil engineering design services for land development projects in both the public and private sectors. Our success has resulted in long-term, repeat clients and continued growth and profitability. We provide a unique family-oriented, flexible, positive work-place culture while meeting and exceeding the demands and schedules of our clients.

Are you interested in a position with a company that has great culture, appreciates the work and effort you devote, and balances work and personal life? If you have curiosity, discipline, grit and passion, this may be the place for you.

Cartwright Nor Cal is looking for bright individuals who are currently enrolled in college to join our team to gain some real hands-on engineering experience.

## **Civil Engineering Intern**

### **Position Type:**

Part-Time; Non-Exempt, Hourly. Overtime may be required.

### **Qualifications:**

- Currently enrolled in college pursuing a 4-year Civil Engineering degree and EIT
- Multi-tasker
- Must be a team-player with a positive attitude
- Good verbal and written communication skills
- Strong computer skills

### **Basic Function:**

A person with the skills required to assist with tasks associated with civil engineering projects.

### **Reporting Relationship:**

Reports directly to the Project Manager, Project Engineer or Senior Project Designer.

### **Responsibilities: (but not limited to)**

- May be assigned, under supervision of a Professional Engineer, to preform simple engineering data analysis, data entry and formatting, and organizing data and information for reports and technical work products.
- May also perform basic CAD input or modifications and provide basic project support such as formatting and distributing meeting notes, performing project filing, conducting field site visits, and other general support of project engineers and teammates.
- The work may also include engineering design tasks such as providing input to design drawings and specifications, and civil related engineering tasks such as soliciting information from local jurisdictions, Owners, Architects, Surveyors and Contractors.