



Job Title: Road Department Project Mgmt Intern (Summer)

Position Type: Internship (Summer)

Location: Fayette County Road Department

Hours: Up to 40 hours per week for 10weeks

Overview: The Fayette County Road Department is seeking a college student looking to gain Project Management experience as an Intern for the summer. This position is ideal for individuals interested in gaining hands-on experience in Public Works in local government.

Key Responsibilities:

- Operating Equipment and Vehicle Hourly Cost Use Spreadsheet: Assist with the development of an excel spreadsheet what will track the hourly operating cost of all the equipment and vehicles used by the Road Department.
- Pavement Management: Help with preparing Road Department annual bid packages for roadway resurfacing and pavement preservation. Includes project estimating, bid package preparation and purchasing process.
- Project Inspection: Learn how to inspect an active asphalt resurfacing project to verify that work meets GDOT specifications.
- Additional Duties: Perform other tasks assigned to support operations and enhance user experience.

Qualifications:

- Strong math skills and attention to detail and organizational
- Ability to use Microsoft excel
- Comfortable working in an indoor and outdoor setting
- Civil Engineering or similar area of Public Works area of education study path

Benefits:

- Hands-on experience with local government Road Department
- Opportunity to develop a program that will be actively used by Fayette County
- Exposure to real life Public Works activities and environment
- A great addition to resumes for students interested in careers in Civil Engineering or Construction Management.