

JOB OPENING

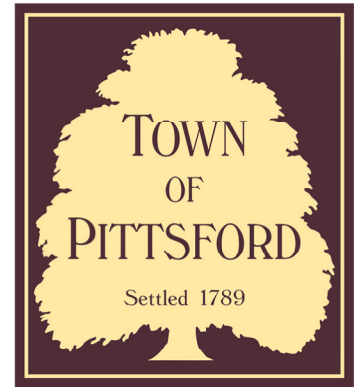
Department of Public Works

Position: Summer Office Intern

(Full-Time)

Posted: May 09, 2022

Deadline: May 31, 2022



The Town of Pittsford has an opening for the position listed above.

Applicants should be currently enrolled or recently graduated from a 4-year university with field of study relative to the following: Political Science, Public Administration, Environmental Science, Urban Planning, Engineering, etc. This program will begin June 6, 2022 and will extend to August 19, 2022. This position is intended to receive financial compensation of \$13.20 per hour, but academic credit may be negotiated with the applicant's university if desired by the applicant. Future employment may be considered following the completion of this program.

Hours are Monday-Friday, 9am to 5pm (35 hours per week).

Working directly with Department of Public Works Town Hall staff, the Summer Office Intern will be exposed to the inter-workings of the Town's Highway, Sewer, Parks, Planning Zoning and Development, Building and Code Enforcement, Geographic Information Systems and Facilities Maintenance departments. A summary of responsibilities includes assisting with the following: office organization, preparation of volunteer board minutes and resolutions, permit applications and inspection scheduling, record retention, etc.

This position requires the ability to juggle multiple priorities, professional customer service skills, efficient typing skills, intermediate knowledge of Microsoft Word and Excel, organization skills, and a willingness to learn new skills.

The successful applicant will have the opportunity to travel within the Department of Public Works throughout the program dates, experiencing many aspects of Town Government.

Responding to the Town of Pittsford residents for information and concerns is an important aspect of this job. The candidate must have the ability to communicate effectively with the general public and act as a representative for the Town of Pittsford.

Employees need not be residents of the Town of Pittsford, but shall be required to maintain their primary residence within the County of Monroe or the adjoining counties of Wayne, Ontario, Livingston, Genesee and Orleans within the State of New York. Monroe County Civil Service residency requirements overrule the Town of Pittsford residency for provisional and competitive positions.

The Town of Pittsford provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Background checks are required for all employment in the Town of Pittsford. All offers will be subject to successful completion of an acceptable background check.

Interested candidates should send an application, cover letter & resume by mail, email or fax to:

Town of Pittsford
11 South Main Street
Pittsford, NY 14534
Attn: Personnel Department

Email to: cfleming@townofpittsford.org

Fax to: (585) 248-6247

For an employment application, click [HERE](#)