



City of Los Angeles
Department of Public Works

Bureau of Engineering

1149 S. BROADWAY, LOS ANGELES, CA 90015

Architectural Division
Administrative Intern II (Class Code 1535-2)
Salary: \$21.80 - \$23.65 per hour

The Bureau of Engineering (BOE) is responsible for the City's vast network of infrastructure within the public right of way, and includes the planning, design, and construction of public facilities, and the management and delivery of voter-approved public bond funds, Federally-funded projects, and the delivery of cross-sector local government programs, that serve millions of residents and businesses in diverse neighborhoods and industries. The Bureau employs over 700 engineers, architects, surveyors, technical support staff, and administrative professionals who deliver comprehensive, innovative engineering services by using best-in-class management practices and fostering multi-agency collaborations that are transparent and accountable.

Requirements:

Graduation from a recognized four-year college or university. For this position, graduation with a major in Architecture, Landscape Architecture, Building Science, or a closely related discipline is preferred but not required. Highly qualified candidates will have experience in conducting investigations, collecting data and materials and performing calculations. In addition, knowledge and/or skill in Computer-Aided Drafting Design (CADD), Building Information Modeling (BIM) software applications, architectural and/or landscape architectural principles are required.

NOTES

Applicants must have the legal right to work in the United States.

A valid California driver's license and a good driving record may be required prior to appointment.

DUTIES

- Prepare presentation drawings and make architectural/landscape architectural models.
- Prepare design drawings for schematics and design development phases using.
- Prepare design and construction documents and specifications.
- Provide assistance with construction administration tasks during construction phase of projects.
- Complete record drawings and as-built drawings of completed projects

How to Apply:

Interested candidates should submit a cover letter and resume via email to eng.boeresumes@lacity.org. Candidates must indicate "Architectural Division – Administrative Intern" in the subject line of the email. Interested applicants should apply as soon as possible.

This is an exempt, at-will position. The individual appointed to this position will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed, without any finding of cause, by the hiring authority.

The City of Los Angeles is an Equal Employment Opportunity Employer