



925 Bethel Street
5th Floor
Honolulu, HI 96813
808.523.5866
www.g70.design

Job Title: Civil – Intern
Date: October 23, 2017
Company: G70
Location/Address: 925 Bethel Street, Fifth Floor, Honolulu, HI 96813
Department: Civil Engineering
Exempt/Non-Exempt: Non-Exempt
Full Time/ Part Time: Part-Time (Min. 10hrs per week. Prefer 16-20 hours per week)
Position Reports To: Principal / Project Manager / Project Engineer
Position Summary: **This position is a temporary part-time position during the academic fall 2017 and / or spring 2018 semester months**

This position serves as project support for a variety of complex civil engineering projects. Under supervision, has responsibility for duties including assisting in preparation of plans, figures and reports. Perform research, site visits, data collection. Assist with office administrative duties as request.

Essential Duties (Major Responsibilities/ Activities):

- Under supervision, prepares and drafts details, exhibits and construction plans.
- Under supervision, performs research and investigation of properties and infrastructure.
- Under supervision, assists in design calculations and working drawings for civil infrastructure.
- Reviews work for completeness and accuracy of assigned task.
- Makes site visits to obtain information and other requirements for projects.
- Assists in construction observation and coordination.
- Assists in variety of administration duties as assigned.

Nonessential Duties:

- Other duties assigned.

Minimum Qualification Requirements:

To perform successfully in this position, an individual must be able to perform the essential duties above in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- Qualified candidates must be enrolled in a professional degree accredited engineering, math, science or technical program.
- Professional experience in design, drafting preferred.

Language Skills:

- Good written and oral communication skills.
- Ability to present project materials and information clearly and concisely.
- Advanced organizational skills.

Other Skills:

- Extensive and diversified knowledge of engineering principles and practice.
- Basic understanding of design standards and codes.
- Capable use of AutoCAD and Civil 3D preferred.
- Capable use of Adobe Products and Bluebeam Products.
- Understand, analyze, interpret and process complex technical information and materials.
- Utilize direct source research techniques, including technical reference documents, government regulations and maps.
- Ability to multi-task and work cooperatively in a team framework.
- Capable use of MS Office Products.
- Demonstrate use of sound discretion and judgement.
- Self-motivated.

PLEASE NOTATE YOUR WORK AVAILABILITIES ON YOUR COVER LETTER.

Submit Cover Letter and Resume by **December 1, 2017** to:

G70

925 Bethel Street, 5th Floor

Honolulu, HI. 96813

Attn: Human Resources (for Civil Intern)

Via email: humanresources@g70.design

Via Fax: (808)523-5874

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