About the County:
The County of San Luis Obispo Public Works Department provides public services related to transportation, land development, water resources, master planning for the County, and more. The Facilities Planning Division evaluates County facilities and guides the strategic development of capital improvements and energy management to create efficient and resilient environments for staff and the community. The Architectural Services Division manages the construction process for capital improvement and maintenance projects for County-owned buildings.

Intern Responsibilities:
- Update AutoCAD and Bluebeam drawings for County facilities
- Conduct field measurements to create as-built and construction drawings for County facilities
- Prepare building permit forms and assist with processing
- Review general contractor scope and pricing
- Assist with developing project schedules
- Perform data entry for SAP and Public Works project database
- Maintain files, electronic data, and template forms
- Create spreadsheets for project data tracking and analysis
- Providing support for presentation preparation and meeting notes

Position Requirements:
- Open to all CAED Majors
- Minimum Cumulative GPA of 3.0
- Must be Graduating in June 2020 or later
- Microsoft Office/Excel/Project, Bluebeam, and AutoCAD experience preferred
- U.S. Work Authorization is required

Compensation:
- Paid Internship ($12-17) depending on grade level and previous experience

Ready to Apply?
Contact Cindy Treichler at: ctreichler@co.slo.ca.us or call (805)-781-5207