



**Summer Internship Program**  
**May 26, 2020 - August 7, 2020**  
**External Employer**  
**Job Description**

**Employer:** City of Cleveland, Office of Capital Projects  
**Assignment Address:** 601 Lakeside Avenue, Room 517A, Cleveland, OH 44114  
**Job Category (Select up to 2):** Engineering/Manufacturing  
**Work Schedule/Hours:** Flexible between 8:00am-5:00pm  
**Internship Duration:** 10 Weeks  
**Internship Dates (Start/End):** May 26, 2020 / August 7, 2020

**Company Profile:** (e.g., in one or two sentences, describe your business)

Office of Capital Projects, Site Development Section provides research, landscape architectural/site plans and technical assistance to the department. Its activities include development and monitoring of comprehensive short and long range departmental Capital Improvement Plans.

**Job Responsibilities:** (e.g. functions and/or projects)

- Assist the Section Chief for Site Development in a variety of project management tasks including
- Design and presentation materials
- Submittal review
- Construction site visits
- Attend design and construction meetings
- Project documentation and paperwork.

**Required Qualifications:** (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Pursuing a major related to Horticulture, Landscape Architecture, Design, or Construction
- Competent in Microsoft Outlook, Word, Excel and AutoCAD.

**Preferred Qualifications:** (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- On-site construction experience, detailing and drawing review/QA experience