



Mid City Corporation is hiring a motivated intern to grow with our Underground Utility and Water Resources team at our Butler, Wisconsin location. The intern will work with a team of Professional Engineers and project managers on municipal water, wastewater, and utility projects.

Responsibilities:

- Assist with contract administration
- Assist with design drawings and calculations under the direction of a Professional Engineer
- Quantity take-offs
- Submittal management
- Preparation of construction staging plans
- Maintain construction documents
- Complete project agendas, minutes, and follow up with Subcontractors and Owners as needed
- Prepare permits and schedule jobsite inspections

Required Qualifications and Skills:

- Pursuing a degree in civil or environmental engineering or construction management with coursework or experience in construction or municipal engineering desired
- Valid driver's license with good driving record
- Excellent written and verbal communication skills
- Proficiency with Microsoft Office 365. AutoCAD and Bluebeam or similar are preferred
- Ability to apply technical skills to solve problems and meet project demands
- Sense of urgency and self-initiative to meet deadlines
- Flexibility to adapt to change
- Maintain a high level of professionalism, client confidentiality and personal conduct while completing daily tasks

Additional Details:

- The position has regular office hours. Anticipated duration is flexible, but roughly estimated to occur from May until August 2023 at a minimum with the possibility of a continued position into the next school year and/or leading to a full time position.