



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 25-027 **POSTING DATE*:** FROM: 3/24/25 TO: 12/31/25

JOB TITLE: Public Works Intern (2 positions)

RATE OF PAY: \$20.00/hr

LOCATION: Ontario County Dept of Public Works

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

QUALIFICATIONS:
 County Values: All employees of Ontario County are expected to uphold and exhibit the County’s shared values and behaviors to achieve the County’s Vision and Mission.

MINIMUM QUALIFICATIONS: Current, full- or part-time enrollment in a college or university in science, technology, engineering, math, geographical information systems (GIS), geography, planning, or a closely related field; AND completion of one (1) year of study AND must be currently enrolled full- or part-time in a college degree program at time of application.

NOTE: One years of college equals 24 credit hours.

SPECIAL NOTE – TERM: An individual may not be appointed to this title more than two (2) intern periods.

APPLICATION DEADLINE / LAST FILING DATE*: 12/31/25 or until filled

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

PUBLIC WORKS INTERN

MINIMUM QUALIFICATIONS: Current, full- or part-time enrollment in a college or university in science, technology, engineering, math, geographical information systems (GIS), geography, planning, or a closely related field; AND completion of one (1) year of study AND must be currently enrolled full- or part-time in a college degree program at time of application.

NOTE: One years of college equals 24 credit hours.

SPECIAL NOTE – TERM: An individual may not be appointed to this title more than two (2) intern periods.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in the position will assist Public Works staff in completing projects. The tasks performed will include, but are not limited to, surveying, system analysis, project delivery, computer aided design (CAD), engineering, construction inspection and geographic information systems (GIS). All work is performed under close direction of professional staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Uses instruments in making observations, gathering, and recording engineering or system data;
Uses CAD to draft topographical, detail plan & cross section maps and charts;
Performs and/or checks basic calculations relating to the public works projects assigned to;
Performs construction observations and assists with recordkeeping of volume of work completed and any changes made to the original project plans;
Assists with making and/or observes field tests of materials;
Assists with creating and updating GIS related data for the preparation of plans or programs;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of the principles of engineering, physics, and mathematics; working knowledge of data management; working knowledge of engineering mathematics; working knowledge of construction and building systems; working knowledge of engineering field and office instruments; ability to learn and use various computer programs; ability to read and interpret engineering drawings and specifications; ability to get along well with others; mental alertness; industry; physical condition commensurate with the demands of the position.

APPROVED: 5/14/2021

REVISED: 2/9/2023

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE