



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

ENGINEERING INTERN

Filing deadline: 5:00 PM PST Friday, April 25, 2025

Compensation: \$19.45 - \$28.28 per hour, depending on qualifications

The Regional Transportation Commission (RTC) is seeking a temporary, full or part-time (up to 40 hours per week) Intern for the Engineering Department. This position is a summer internship, limited to 90 days in duration.

Under direction of an Engineering Manager, the Engineering Intern will be assigned moderate to complex project work including assisting Project Managers with day-to-day tasks, construction management tasks, project scheduling, and performing engineering calculations under the guidance of a project manager. This may include preparation of meeting materials and other duties as assigned.

Sample duties include:

- Assisting Project Managers with scheduling project meetings, taking notes at meetings, and following up on meeting deliverables.
- Reviewing plans, specifications, estimates, and construction submittal.
- Supporting Project Managers in setting up and maintaining project scopes, schedules, and budgets.
- Verifying accuracy of project invoices.
- Perform design and construction field inspections and measurements under direct supervision.

The ideal candidate will be a graduate or undergraduate student in civil or traffic engineering, construction management, or a related field. Excellent written and verbal communication skills are required as well as critical thinking skills and an interest in engineering.

HOW TO APPLY:

Interested individuals **must complete** an **RTC Application** and include a **cover letter** that describes why you are interested in this position and your qualifications. Access the RTC employment application link at: <https://rtcwashoe.com/news/careers/application-form/>.

An RTC Application with a Cover Letter must be received by no later than 5:00 PM PST on Friday, April 25, 2025. Incomplete applications will not be considered.