



Internship Description

Work Site Name	Department/Position
City of Commerce City C3	Parks

Brief Overview of Internship
<p>The Parks Division of the Commerce City Public Works Department oversees daily maintenance and operations for all parks, trails, open space, right-of-way, and facility grounds for the City. This work includes irrigation repair, mowing, trash picking, turf management, horticulture, equipment maintenance, tree care, and much more. Over the course of the program, interns will gain exposure to all facets of the operation and learn valuable skills.</p>
Internship Tasks/Projects
<p>Interns will work alongside Parks crews, getting an up-close look at our parks, trails, and open spaces. Each crew is responsible for maintaining a geographic district within the City, and each crew operates similar machinery and performs similar tasks. Interns will learn about irrigation systems and basic repairs, operation and maintenance of mowers and other machinery, tree care, and much more. Interns will also learn how to use Cartegraph, a software platform that tracks the work done by the division. In addition, interns will gain exposure to administrative, supervisory, and managerial functions as well, getting to see how the key decisions that help keep the division running are made and how they affect the teams in the field.</p>
Internship Learning Goals (new skills/knowledge the intern will acquire)

Exposure to:

- Routine maintenance and operations within parks, trails, open spaces and facility grounds to ensure upkeep and appearance
- Routine inspections Parks sites to identify deficiencies and safety hazards
- Maintenance of equipment used within the Parks Division
- Logging of work within Cartegraph and developing reports and analysis based on that data
- Administrative, analytical and technical assistance to the division
- Regular customer service experience may include learning how to listen and communicate orally/written to various audiences.

Internship Site Address and Primary Contact Information	Internship Hours Start/End Times
Commerce City – Municipal Service Center 8602 Rosemary St. Commerce City, CO 80022 Brittney Cisneros	Mondays 7:00am to 3:30pm, Start and end times may vary slightly
Physical requirements	Dress Code
Basic computer skills, ability to lift up to 100 pounds. Depending on the location, interns may be tasked with shadowing teams outside in varying temperatures.	Wear personal protection equipment as provided by C3. Must wear long pants with no rips or holes, appropriate weather-protecting clothing as needed. Interns may be asked to wear work boots and dress for a variety of weather conditions and situations.

Occupational/Educational Requirements (skills, certifications needed)	Age/Grade Level of Intern
N/A	17 to 18