

TOWN OF APEX
invites applications for the position of:
Parks and Greenways Planning Intern

ABOUT THIS POSITION:

Salary: \$25/Hr.

Work Location: Apex Community Center; 53 Hunter Street, Apex NC, 27502

Schedule: Monday- Friday; Minimum 32-hour per week summer internship (June – August) that will transition into a part-time internship (10-hrs per week) when the academic year resumes

Posting Closing Date: Open April 28, 2024

WHO WE ARE:

Known as "The Peak of Good Living, the Town of Apex is a rapidly growing Wake County municipality with a current population of 70,000 and was ranked in 2015 as Money Magazine's Best Place to Live in America. Our current workforce is comprised of over 540 full-time employees and over 125 part-time/seasonal staff. Our Human Resources Department - with the support and confidence of Town leadership - is committed to providing best-in-class HR programs for our employees, with a mission to create a culture of empowerment and accountability that maximizes individual and organizational potential. Parks and Greenways Planning Interns have successfully secured post graduate employment with local and national multi-disciplinary firms as well as municipal government agencies. More than that, the Town is an awesome place to work, as evidenced by the 96% job satisfaction rating received in the last employee opinion survey conducted with our employees.

WHAT YOU WILL BE DOING (DESCRIPTION):

The Town of Apex is looking for an enthusiastic and multi-talented Masters of Landscape Architecture (MLA) or Master of City and Regional Planning (MCRP) students to help us continue making our community "the peak of good living." The interns' daily responsibilities will be to assist the Parks Planning Project Manager with various tasks and projects. The intern will play an important role in our continued efforts to evaluate, review, and plan the town's parks and greenways. Specifically, the internship will include working with Parks Staff along with various departments as a part of the Technical Review Committee as well as assisting PRCR staff members in updating and maintaining inventories of park facilities and greenway trail and amenities. The Parks Department is wrapping up an update to the Parks, Recreation, Greenways and Open Space Master Plan and the intern will be working with staff to update maps and begin implementation of the plan. The Parks and Greenways Planning staff will also be actively involved in the oversight of construction of several major greenway corridors in town and the intern may be asked to complete site visits, document project status through photos, updates to social media, and provide materials to assist contractors and staff. Two exciting projects will begin public engagement to develop site plans including a renovation of West Street Park at the edge of the extending downtown activity area and a Hunter Street Park Bike Track.

Additionally, the intern may be asked to assist with general office work, interact with various boards and committees, attend public meetings, handle research inquiries, and perform other duties as assigned to gain valuable professional experience.

A successful applicant will possess excellent design, communication, data collection, time management skills, the ability to perform and interact in a team environment, and a desire to learn. Proficiency in ArcMap/ ArcGIS Pro, AutoCad, Adobe Creative suite a plus.

The Town anticipates hiring an MLA/ MCRP candidate for a minimum 32-hour per week summer internship (June – August) that will transition into a part-time internship (10-hrs per week) when the academic year resumes.

A SAMPLE OF THE ESSENTIALS (DUTIES & TASKS):

- Assist in the implementation of the PRCR Parks, Greenways, and Open Space Master Plan
- Assist in the evaluation and review of development projects (Technical Review Committee)
- Review greenway trail plans and profiles

- Compile and review GIS data for park facilities, greenway trails and site amenities
- Use IDT and Bluebeam software to review and comment on developer plans and plats
- Perform field evaluations of greenway construction in conjunction with Infrastructure Inspection staff
- Participate in project meetings and provide support for Bond Projects – including Middle Creek Greenway, Beaver Creek Greenway, Apex West Greenway (ATT Connection) and Pleasant Park
- Assist department in achieving goals and objectives by providing creative support such as graphic materials, landscape plans, sketch plans, and more
- Work with PRCR staff to draft outreach and public messages, publications, and other strategic communications
- Other special projects as assigned

WHAT YOU'LL NEED (MINIMUM MUST-HAVES):

The successful applicant will possess excellent design, communication, data collection, time management skills, the ability to perform and interact in a team environment, and a desire to learn. Proficiency in ArcMap/ ArcGIS Pro, AutoCad, Adobe Creative suite a plus.

WHAT WOULD SET YOU APART (PREFERRED QUALIFICATIONS):

The preferred applicant will be an MLA/ MCRP candidate and can provide a portfolio of course work or professional projects that illustrates spatial awareness and understanding of the built environment. Demonstrates an understanding and experience in public engagement efforts as a part of the public planning process.

PHYSICAL REQUIREMENTS:

- Must be able to physically perform the basic life operational functions of climbing, balancing, kneeling, reaching, standing, walking, lifting, fingering, grasping, talking, and hearing.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects.
- Must possess the visual acuity to read, to prepare and analyze blueprints, maps, data and figures, perform visual inspections, and operate a computer.

APPLICATION REQUIREMENTS:

Must attach resume and cover letter to application.

KEEP IN MIND:

Providing a safe work environment for our employees is a top priority, therefore all new hires must successfully complete a pre-employment drug test, post-offer functional testing (if required by position), background verifications including references, criminal record and driver's license checks prior to employment.

The Town of Apex provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, sex, race, color, religion, national origin, disability, political affiliation or marital status, veteran status, or genetic information.