



# Summer **INTERN**

The Village of Swanton is seeking one civil engineering/ urban planning/ public administration undergraduate or graduate student for a summer internship for up to 25 hours per week. The intern will work directly with the Village Administrator with a focus on program development. This is a tremendous opportunity for any individual interested in local government or municipal government management to gain exposure to the profession.

## **SWANTON TODAY**

Spanning two counties, the Village of Swanton honors its rich history and is committed to the future of this vibrant community, of more than 3,600 people, by providing a high level of service to its residents. Located within the Toledo metro area, the Village is the best of both worlds: close to amenities of a bigger city while maintaining a small-town feel. The Village of Swanton is a Mayor-Council form of government with a full-time Village Administrator who carries out the day-to-day administrative operations.

The Village of Swanton Public Safety Department is comprised of full-time professional Fire/EMS Division and Police Division. The Fire/EMS Division provides fire suppression, fire investigation, fire prevention and inspection services as well as both basic and advanced life support. The Police Division provides community services, investigate services, patrol operations, and support services.

The Village of Swanton Public Works & Utilities Department has three Divisions. Water Purification, a class 3 plant, is classified as a 1.250 million gallon a day lime soda softening water

treatment plant. The water source is Swan Creek supplying the Swanton reservoir, which has a capacity of 100 million gallons. The Swanton Water Resource Recovery Facility, a class 2 plant with an average daily flow of 0.92 MGD, has two systems to treat wastewater. The first utilizes primary clarifiers and trickling filters. The second, an oxidation ditch, utilizes activated sludge for treatment. The Public Service Division is tasked with street, facility, and park maintenance as well as maintenance of the water distribution and wastewater collection system.

The Village of Swanton is a tremendous location for living, leisure, and business. The community offers a wide variety of housing choices from single-family dwellings and historic homes to condominiums and apartments. There is a plethora of leisure activities to choose from as well. Swanton Public Library, Valleywood Golf Club, Swanton Sports Center, and all the municipal parks, just to name a few. With the proximity to the Ohio Turnpike, Toledo Express Airport and Interstate 475, Swanton is home to a mix of numerous small to medium-sized companies specializing in everything from manufacturing to distribution to health care and high technology.

## **CHALLENGES AND OPPORTUNITIES**

The Village of Swanton provides a wide array of services desired by its residents with less than 30 full time employees. As a result, the Village staff wear many hats to provide high quality and professional work to its residents. The summer intern will greatly benefit the Village of Swanton by providing additional time from knowledgeable individuals who can perform at a high level and provide support for new ideas and initiatives.

## **INTERNSHIP**

The Village of Swanton is seeking one civil engineering/ urban planning/ public administration undergraduate student for a summer internship. The internship will focus on three priority areas during the summer of 2019: (a) traffic sign maintenance program development, (b) sidewalk maintenance program development, and (c) easement and vacation file development.

In addition to these priority areas, the intern will be exposed to each of the Village's departments. They will perform professional administrative work as well as attend and participate in various organizational meetings.

Ideal candidates will have a general knowledge of municipal government, be able to work independently and in groups, possess excellent oral and written communication skills, and be able to handle multiple demands and competing priorities.

## **HOURS AND COMPENSATION**

The internship will begin on May 20, 2019 and conclude on August 1, 2019. Hours will be up to 20 hours per week, to be determined during the hiring process. Wages are \$12 per hour with OPERS contributions.

## **HOW TO APPLY**

The deadline for applications is noon on March 22, 2019. Applicants should submit a cover letter, resume, and three references to Rosanna Hoelzle, Village Administrator, 219 Chestnut Street Swanton, Ohio 43558.

## **THE PROCESS**

Applicants will be screened by March 29, 2019. Interviews are tentatively planned for the week of April 1, 2019.