



## Hillsdale County Road Commission

1919 Hudson Road (M-99) • Hillsdale, MI 49242

517.437.4458 (main) • 517.437.0048 (fax)

[hillsdale@hillsdalecrc.org](mailto:hillsdale@hillsdalecrc.org)

**Robert Griffis**  
Manager

**Kathryn Kirkpatrick**  
Clerk

### **Help Wanted** **Seasonal Engineering Intern**

The Hillsdale County Road Commission is accepting applications for an engineering intern position for the 2026 summer season. The Engineering Intern will assist staff with construction inspection, asset inventory, and documentation of transportation projects. This position is usually 40 hours per week and available for up to 5 months maximum. The rate of pay will be based on experience and qualifications. No fringe benefits. Must be at least 18 years old and have a valid driver's license. All offers will be contingent upon a successful background check and drug screen. Applications are available at the Road Commission office at 1919 Hudson Road (corner of M-99 and Steamburg Road), or our website [www.hillsdalecrc.org](http://www.hillsdalecrc.org). Applications will be accepted until position is filled. Equal Opportunity Employer.

**Robert Godfrey**  
Chairman

**Gary Leininger**  
Vice-Chairman

**Kathleen Schmitt**  
Member

**Michael Parney**  
Member

**Mark Kline**  
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### Seasonal Engineering Intern

#### Position Summary

The Hillsdale County Road Commission is looking for a motivated student who wants real-world, hands-on experience in transportation and construction engineering. This internship is a great opportunity to learn how local road projects are built, inspected, and documented — especially federally funded projects.

The Engineering Intern assists staff with construction inspection, asset inventory, and documentation of transportation projects. This position provides hands-on experience in roadway construction, federal-aid project administration, and transportation asset management.

You'll work alongside experienced staff and get exposure to construction sites, roadway asset management, and engineering software used across the transportation industry.

#### Essential Duties and Responsibilities

*(May include, but are not limited to)*

#### Construction Inspection & Field Work

- Assist with inspection of asphalt paving and road construction projects
- Measure and document work completed by contractors
- Verify traffic control setups meet project requirements
- Set out and pick up traffic counters to help track vehicle volumes

#### Project Documentation & Federal Aid Support

- Assist with documentation of federally funded construction projects
- Enter project information and quantities into AASHTOWare software
- Help organize project records and daily construction reports

#### Asset Inventory & Data Collection

- Assist with culvert inventory and condition documentation
- Assist with guardrail inventory and condition assessments
- Collect and organize roadway asset data

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**Minimum Qualifications**

- Currently enrolled in or pursuing a career in: Civil Engineering, Construction Management, Engineering Technology, or related field
- Valid driver's license
- Ability to work outdoors in varying weather conditions
- Ability to lift and carry field equipment (typically up to 40–50 lbs)

**Preferred Qualifications**

- Interest in transportation or municipal engineering
- Basic understanding of roadway construction practices
- Experience with Microsoft Excel, Word, or similar software
- Familiarity with construction inspection or surveying (helpful but not required)

**Knowledge, Skills, and Abilities**

- Strong attention to detail
- Ability to follow written and verbal instructions
- Good communication and organizational skills
- Ability to work independently and as part of a team

**Work Environment**

- Combination of field work and office work
- Exposure to construction sites, traffic, noise, dust, and weather conditions
- May require standing, walking uneven terrain, and working near active roadways

**Work Schedule**

- Seasonal
- 4-10s schedule when possible
- Hours may increase during construction projects