

# PLANNING & ZONING INTERN

Planning & Zoning | Regulatory



## SUMMARY

Assist the Regulatory Division with building permit review, approval, construction, and inspection processes, including permit application intake, plan reviewing, and field inspections as part of ride-alongs with staff.

## ESSENTIAL FUNCTIONS

- Observe construction and on-site inspections with Parish building officials.
- Assist Regulatory Division permit clerks and staff with building permit applications and reviews.
- Assist Regulatory Division staff with related regulatory matters and code enforcement.
- Perform other duties as assigned by supervisor.

## GENERAL REQUIREMENTS

- At least 18 years old.
- Preference will be given to applicants from Terrebonne Parish.
- Proficiency with modern office methods, practices, procedures, equipment, and computer equipment.
- Interest in International Building Code enforcement or related field of study, such as construction, architecture, engineering, or similar is preferred.

## EDUCATION REQUIREMENTS

- Must obtain a junior or senior status at a community college or university by May 2024.
- High school diploma or GED certification required.

## WHAT YOU WILL LEARN

The intern will have the opportunity to obtain knowledge of the International Building Code for both residential and commercial applications and how construction methods are reviewed, approved, and inspected throughout the entire building permit process.

**Please submit a current transcript with application.**

### JOB OVERVIEW

#### STARTING PAY

\$12 to \$13.50 per hour

#### LENGTH OF INTERNSHIP

June 3 to July 26

#### SCHEDULE

Schedule varies; 20-25 hours per week

#### LOCATION

Planning & Zoning