



CRESCENTA VALLEY WATER DISTRICT

INTERN

JOB DESCRIPTION – INTERN:

Working with the Engineering Department and the Public Affairs Manager, the Intern will assist in organizing the Department's filing system, assist staff with data collection, and provide administrative support services and other administrative work as assigned. In addition, provide assistance to the Public Affairs Manager with community outreach and social media.

EXAMPLE OF DUTIES:

- Assist in organizing Engineering Department filing system
- Assist in data input of water production, asset inventory & water quality databases
- Support construction and contract management activities
- Assist with emergency response planning and training
- Provide administrative support for Engineering Department and water quality
- Assist with community outreach and social media
- Contact vendors/contractors/agencies for information.

QUALIFICATIONS:

Completed or pursuing a Bachelor's degree from a two or four year university in Civil, Mechanical and/or Environmental Engineering or a related field. Candidate should have a good understanding of computer systems, experience working in a professional office environment and a working knowledge of MS Office products.

SALARY:

\$15.00 – 20.00 per hour depending on qualifications
No benefits

STARTING DATE: December 2, 2019

ENDING DATE: April 15, 2019 or later depending on school schedule

HOURS: 8:00 am to 4:30 pm - up to 40 hours/week

APPLICATION INSTRUCTIONS:

For an application, please contact Pam Leddy at (818) 248-3925. Applications may also be found online at www.cvwd.com. Application should be mailed to: Crescenta Valley Water District, Attention: David S. Gould, 2700 Foothill Blvd., La Crescenta, CA 91214. Submission of resumes optional.

Applications Will Be Accepted Until 2:00 pm on November 21, 2019

Ad for CV Weekly to be run on 11/7/19

INTERN \$15 - \$20/hr

Work in Eng. and Public
Affairs Depts. Apply at
Crescenta Valley Water
District (818) 248-3925 or
online at www.cvwd.com
Deadline: 11-21-19 - 2PM

Job Duties:

1. Engineering Dept – Assist with organizing records and files
 - a. MTBE Files
 - b. Monitoring Wells
 - c. D-Jobs
 - d. E-Jobs
 - e. Water Quality
 - f. Construction Plan
 - g. Equipment
 - h. File Storage at Mills Plant & Rosemont Reservoir
 - i. Sewer
 - j. SSMP
2. Data Input
 - a. SCADA data – daily, weekly & monthly
 - b. Well Inventory
 - c. Well Levels
 - d. Booster Pump Inventory
 - e. Flush out/Lost Water Reports
 - f. ASSCF Sewer Fees
 - g. Annual flow to HTP
 - h. Water Quality Information
3. AMI
 - a. Installation worksheets for Zone 1,2 & 3
 - b. Meter Box Survey
4. Emergency Response
 - a. Updating Contacts & Phone Numbers
 - b. Assist with Mutual Aid Agreements
 - c. Assist with Annual Emergency Vendor/Contractor contracts
 - d. Coordination with PWAG – Emergency Planning Coordinator
5. D-Jobs
 - a. Preliminary Work
 - i. Set up folders
 - ii. D-job status spreadsheet
6. Paving List
 - a. Organize files
 - b. Set up lists