



CRESCENTA VALLEY WATER DISTRICT 2024 SUMMER INTERNSHIPS

SUMMARY DESCRIPTION

It is a historic time in California's water industry. Climate change, aging infrastructure, and emerging water contaminants demand new thinking and bold work to modernize the water industry. Crescenta Valley Water District stands in the thick of those challenges. Serving over 33,000 residents, the District is proactively engaging in new innovative local supply projects, modernizing its water quality protocols, and implementing adaptive management practices. We are currently looking to hire motivated individuals that are exploring career options in water or public service and have an interest in technology.

Working across the customer service, finance, engineering, water resources, operations, water quality, and construction, the Interns will assist with a range of projects and tasks, including a summer-long digital transformation project. The internships will be dynamic and include ample opportunities for hands on career development. The positions require candidates who are deliberate about teamwork and professionalism, are flexible, good listeners, and can express ideas and exercise good judgement in analyzing situations and making decisions.

SUMMER PROJECT OPTIONS

Below are three high-level projects the interns will support under CVWD management. The desired skills are provided for illustrative purposes only and should not be interpreted as an exhaustive mandatory list. The specific project will be customized based on technical skill alignment.

1. **Data Workflow Improvement:** Fix bottlenecks in our data processing pipelines. Produce charts and tables for reports and document the updated workflow. Create interactive dashboards where appropriate.
 - a. Desired skills: Excel, Python, GIS.
2. **Data Archival and Digitization:** Work to digitize historical records through optical character recognition and other modern methods. Organize the results as part of a revamp of the District's shared drive folder.
 - a. Desired skills: curiosity, attention to detail and working as part of a team.
3. **Digital communications:** Assist in a revamp of the CVWD website, write copy for website and associated collateral, create newsletters, manage social media.
 - a. Desired skills: experience with WordPress, Canva, professional social media suite and/or demonstrated ability to learn.

ILLUSTRATIVE SUPPLEMENTAL TASKS

- Assist in data input of water production, asset inventory & water quality databases;
- Perform engineering calculations and data management across multiple programs;
- Support staff in the update of our Geographical Information System (GIS) and asset management program;
- Support construction and contract management activities;

- Assist with emergency response planning and training;
- Assist with local development projects;
- Perform related duties as required and as assigned.

QUALIFICATIONS

The successful candidates will reflect the District's core values as shown in the Strategic Plan.

In addition, the candidates will have completed or be pursuing a Bachelor's degree from a two or four-year institution in engineering, computer science, data analytics, geographic information systems, public administration, or public policy. The candidate should have a good understanding of computer systems, experience working in a professional office environment and a working knowledge of MS Office products.

JOB SPECIFICS

Pay: \$17-\$21/hour, depending on qualifications

Approximate Duration: June 2024 to August 2024, depending on school schedule assignment may be extended

Hours: Up to 40 hours per week between the hours of 7:00 AM and 4:30 PM, Monday through Friday

Applications are available online at www.cvwd.com/employment. Applications and associated materials can be sent to employment@cvwd.com or submitted in person at 2700 Foothill Blvd., La Crescenta, CA 91214

This recruitment will close on Monday, May 20, 2024, at 4:00PM. The District may close the recruitment when sufficient qualified applications have been received.