



CRESCENTA VALLEY WATER DISTRICT ENGINEERING INTERN

SUMMARY DESCRIPTION

Crescenta Valley Water District (CVWD) is an organization focused on accomplishing its mission and vision. Its 2022 Strategic Plan laid the foundation for implementing strategic goals that provide long-term infrastructure reliability and water resource sustainability. We are currently looking to hire a motivated individual that is looking to build a career as a civil/environmental engineer.

Working with the Engineering Department, the Intern will assist with a range of projects and tasks, including but not limited to: organizing the Department's filing system; data collection related to water and wastewater production; administrative support services; and other work as assigned.

This position requires a person who is deliberate about teamwork and professionalism, is flexible, a good listener, and can express ideas and exercise good judgement in analyzing situations and making decisions.

REPRESENTATIVE DUTIES

- Assist in organizing Engineering Department filing system;
- Assist in data input of water production, asset inventory & water quality databases;
- Aid in development of a hydraulic model and linear optimization model;
- 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;
- Provide administrative support for the Engineering Department;
- Assist with local development projects;
- Perform related duties as required and as assigned.

QUALIFICATIONS

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

In addition, the candidate will have completed or be pursuing a Bachelor's degree from a two or four-year institution in civil, mechanical and/or environmental engineering or a related field. 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: \$18-\$20/hour, depending on qualifications

Approximate Duration: January 2023 to June 2023 or later, depending on school schedule

Hours: Up to 40 hours/week between the hours of 7:00am to 4:30pm, Monday through Friday

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

Applications will be accepted until 2:00pm on January 9, 2023 or until the position is filled.