



CRESCENTA VALLEY WATER DISTRICT ENGINEERING AND OPERATIONS INTERNSHIP

Our Mission: To provide quality water and wastewater services to the Crescenta Valley community in a dependable and economically responsible manner.

Our Vision: Secure sustainable water supplies and ensure infrastructure reliability while furthering our commitment to accountability, transparency, and cost-effectiveness.

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 the industry.

While the position will primarily provide support in engineering and operations, the work will cross over into customer service, finance, water resources, water quality, and construction. The intern will assist with a range of projects and tasks. The internship will be dynamic and include ample opportunities for hands on career development. The position requires 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.

ILLUSTRATIVE TASKS

- Assist in data entry for engineering reporting requirements;
- Perform calculations, data management, and trend analysis 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 safety and emergency response preparation;
- Assist with local development projects;
- Assist in the preparation of grant applications and grant reports;
- Assist with Fleet management;
- Provide management support as needed – e.g. presentation preparation, report preparation, program management, research;
- 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 coursework from a two or four-year institution in engineering, computer science, data analytics, geographic information systems, public administration, or public policy or have relevant experience to fulfill the job requirements. 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: September 2024 to June 2025, depending on assignment may be extended

Hours: Up to 40 hours per week between the hours of 6:30 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 Thursday October 3, 2024, at 11:59 PM. The District may close the recruitment when sufficient qualified applications have been received.