



CRESCENTA VALLEY WATER DISTRICT TECHNOLOGY & 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

Join Crescenta Valley Water District in a pivotal role as we modernize our water infrastructure through the implementation of an Automated Metering Infrastructure (AMI) program. This internship provides a unique, cross-operational, and hands-on experience that begins with installing hardware in the field and connecting those assets to communications networks, to engaging with customer support, working with data management, and troubleshooting and providing ideas for optimal implementation. The program is designed to give insights into utility operations and infrastructure management that will serve you well in any future operational and/or management role in the industry.

We are seeking motivated and open-minded individuals with a keen interest in and aptitude for teamwork and a cross-sectional interest in technology, water resources, and public service. This internship is ideal for those looking to gain practical experience in a dynamic, real-world setting.

Representative Duties

As an Intern, you will play an essential role in the deployment and maintenance of our AMI system. Your responsibilities will include:

- 1. Installation and Integration:**
 - a. Install meter box lids equipped with radio smart points;
 - b. Program meters and smart points to integrate into the AMI network.
- 2. Verification and Quality Control:**
 - a. Verify that radios are correctly associated with the corresponding meters;
 - b. Conduct quality assurance and quality control (QA/QC) analysis on the metering program.
- 3. Customer Service Support:**
 - a. Assist with utility billing and customer service inquiries;
 - b. Support departments' data management and reporting tasks;
 - c. Assist with troubleshooting and resolving technical issues within the network;
 - d. Provide administrative support as needed – e.g. presentation preparation, program management and implementation, program and/or regulatory research etc;
 - e. Participate in cross-department implementation, troubleshooting, and idea-generation meetings;
 - f. Perform related duties as assigned.

QUALIFICATIONS

The ideal 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 degree from a two or four-year institution in water technology, engineering, computer science, data analytics, geographic information systems, public administration, public policy, or related fields. The candidate should possess:

- A solid understanding of computer systems and networking;
- Strong problem-solving skills and attention to detail;
- The ability to work effectively both independently and as part of a team;
- Proficiency with MS Office products, particularly Excel.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

- Exposure to the sun: 50% to 100% of work time spent outside and exposed to the sun.
- Stands and walks for extended periods.
- Stoops, kneels, crouches, crawls, and climbs on a regular basis.
- Operate District vehicles and equipment.
- Regularly uses handheld and other reading and metering devices.
- Use office equipment, such as computer terminals, copiers, and FAX machines.

JOB SPECIFICS

Pay: \$20-\$24/hour, depending on qualifications

Approximate Duration: September 2024 to June 2025; 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, September 20, 2024, at 4:00 PM. The District may close the recruitment when sufficient qualified applications have been received.