



CRESCENTA VALLEY WATER DISTRICT ENGINEERING INTERN

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.

The engineering internship will be dynamic and include ample opportunities for hands on career development. It will work across departments including customer service, finance, water resources, operations, water quality, and construction. The Intern will assist with a range of engineering tasks and projects and 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. The intern will work on multiple assignments within tight deadlines and demonstrate an ability to communicate and work effectively with staff.

REPRESENTATIVE DUTIES

- Assist in data management of water production, asset inventory & water quality databases;
- Perform engineering calculations and data management across multiple programs;
- Support staff in the update of the Geographical Information System (GIS) and asset management program;
- Support construction and contract management activities;
- Assist in checking plan specification and engineering reports.
- Assist in preparing engineering studies, surveys, investigations, and other technical documents by compiling and analyzing new and existing data.
- Assist staff field inspections of construction, equipment installation, and other work.
- Prepare calculations involving designs for cut and fill operations and paving;
- Assist with presentations and participate in project and staff meetings;
- Prepare and edit drawings with AutoCAD and other engineering-related computer software;
- Review, prepare and develop specifications; perform constructability review; research parcel information, traffic and planning codes;
- Prepare construction documents;
- Check drawing submittals; update record drawings;
- Process Change Requests;
- Assist with presentations and participate in project and staff meetings;
- Participate in site visits, which may require safety shoes.
- Perform related duties as required and as assigned.

QUALIFICATIONS

The successful candidates will reflect the District's core values. In addition, the candidates will have completed or be pursuing a Bachelor's degree from a two or four-year institution in civil engineering, construction, geographic information systems, or closely related field. Experience in AutoCAD is desirable. 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 -\$22/hour, depending on qualifications.

Approximate Duration: June 2025 – May 2026. Depending on school schedule, assignment may be extended.

Hours: Up to 40 hours per week during school breaks and up to 20 hours per week during the remainder of the year 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 19, 2025, at 4:00PM. The District may close the recruitment when sufficient qualified applications have been received.