



CRESCENTA VALLEY WATER DISTRICT

ENGINEERING INTERN

SUMMARY DESCRIPTION

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; assisting with data collection and analysis; 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

The following duties are typical for this classification. Incumbents may not perform all duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assist in organizing Engineering Department filing system;
- Assist in data input of water production, asset inventory & water quality databases;
- Support construction and contract management activities;
- Assist with emergency response planning and training;
- Provide administrative support for the Engineering Department;
- Contact vendors/contractors/agencies for information;
- 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: \$15-\$18/hour, depending on qualifications

Approximate Duration: September 2021 to December 2021

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. 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 4:00pm on August 27, 2021 or until the position is filled.