



CRESCENTA VALLEY WATER DISTRICT - Intern

JOB DESCRIPTION –INTERN:

Working with the Engineering Department and the Regulatory & Public Affairs Manager, the Intern will assist in organizing the Department's filing system, assist staff with data collection, and provide administrative support services and other administrative work as assigned. In addition, the Intern will provide assistance to the Regulatory & Public Affairs Manager with community outreach, social media, and other support.

EXAMPLES OF DUTIES:

- Assist in organizing Engineering Department filing system;
- Assist in data input of water production, asset inventory and water quality databases;
- Support construction and contract management activities;
- Assist with emergency response planning and training;
- Provide administrative support for the Engineering and Regulatory & Public Affairs departments;
- Assist with community outreach and social media; and
- Contact vendors/contractors/agencies for information.

QUALIFICATIONS:

Completed or pursuing a Bachelor's degree from a two or four-year university, preferably in civil, mechanical and/or environmental engineering, public administration, accounting/finance, or related field. Candidate should have a good understanding of computer systems, experience working in a professional office environment, and a working knowledge of MS Office products.

SALARY:

\$15.00 – \$20.00 per hour, depending on qualifications

STARTING DATE: December 2, 2019

ENDING DATE: April 15, 2020 or later, depending on school schedule

HOURS: 8:00 am to 4:30 pm - up to 40 hours/week

APPLICATION INSTRUCTIONS:

Applications may be found online at www.cvwd.com. Applications should be emailed to jlee@cvwd.com or mailed to: Crescenta Valley Water District, Attention: James Lee, 2700 Foothill Blvd., La Crescenta, CA 91214. Submission of resumes optional.

Applications will Be Accepted Until 2:00 pm on November 21, 2019