



CRESCENTA VALLEY WATER DISTRICT
OPERATIONS INTERN
\$16.50 - \$19.80 per hour

SUMMARY DESCRIPTION

Working with the Operations 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.

- Research and assist with compliance standards;
- Process purchase orders;
- Assist with completing annual inventory procedures;
- Assist with completing fleet asset management schedules;
- Assist with scheduling and follow-up with vendors, classes, etc.;
- Digitize and file material requisitions, asset lists, safety data sheets, schedules, sewer line running forms, and other files;
- Support operations and maintenance activities;
- Perform related duties as required and assigned.

QUALIFICATIONS

The successful candidate will reflect the District's core values as shown in the Strategic Plan.

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: \$16.50 - \$19.80 per hour, depending on qualifications

Approximate Duration: February 2022 to July 2022

Hours: Up to 40 hours/week between the hours of 6:30am to 4:00pm, Monday through Friday

Applications are available online at www.cvwd.com/employment. 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 February 4, 2022 or until the position is filled.