



ENGINEERING AND OPERATIONS INTERNSHIP OPPORTUNITIES

The Water Replenishment District of Southern California (WRD or District) is a California Special District responsible for managing and protecting local groundwater resources for over 4 million residents. As a local government agency, WRD ensures that a reliable supply of high quality groundwater is available through the use of stormwater capture and recycled water. WRD is seeking a motivated intern(s) for our Engineering and Operations Departments. The intern(s) will have the opportunity to gain real-world experience supporting various engineering projects and operations of the District's water and water recycling treatment facilities. Under supervision, this position will generally involve working with professional engineers, the Water Operations Superintendent, and other departments within WRD. Specifically, the position will support project managers on engineering design and construction projects, contract management, operations performance reporting, and various operational needs.

POSITION SUMMARY:

This multifaceted position will span a variety of activities and therefore require the incumbent to be highly motivated and exercise flexibility as he/she performs various tasks related to the execution and operations of District projects and treatment plants. The ideal candidate must be enrolled as a full-time student at an accredited college/university, with a minimum of one year completed, and be capable of working 15 to 30 hours per week.

QUALIFICATIONS:

Candidate must have basic knowledge of scientific and engineering principles via a minimum of one year of undergraduate study in Civil, Environmental, or Chemical Engineering, Environmental Science or equivalent; the ability to apply a reasonable level of technical and mechanical aptitude; perform duties in a timely manner with minimal supervision once trained; excellent written, verbal and organizational skills; and working knowledge of basic computing, spreadsheets, word processing, and presentations via the Microsoft Office platform. Experience with statistical methods and the principles of water/water recycling/wastewater treatment is a plus. The incumbent must be flexible to work in multiple settings, including office and outdoor areas such as the District's water treatment facilities. Assignments may include, but are not limited to:

- Collecting, analyzing, and interpreting data (operational, statistical, etc.) and providing recommendations and/or engineering solutions.
- Preparing and/or reviewing plans, specifications, bidding documents, contracts, environmental documents, correspondence, requests for proposals, requests for qualifications, presentations, spreadsheets, and other technical documents.

- Supporting the management of projects, studies, and programs, including tracking project budgets and schedules, filing, reviewing contracts and reports, in coordination with other District departments, contractors, consultants, and other agencies.
- Assisting with development of planning, designing, permitting, performance review, and asset management for treatment plant operations.
- Researching laws, regulations, policies, and design standards.
- Attending project meetings and participating in District events.

The District's internship program is designed to provide an opportunity for college students to gain real-world experience while applying the principals and practices obtained through their academic training. Incumbents must furnish proof of enrollment and class schedule each semester/quarter to remain in the program. The applicant must meet the following requirements for consideration:

- 1. Must have completed at least one year in undergraduate school;*
- 2. Must be currently enrolled full-time in an accredited program related to the aforementioned fields.*

COMPENSATION: \$13 – \$15 per hour (depending on experience)

HOW TO APPLY:

Interested candidates can apply by downloading and completing an application available on the District website at <http://www.wrd.org/content/careers-0>. Please submit a cover letter and resume with your application. **No candidate will be considered without submission of a cover letter, resume, and a fully completed and signed employment application.**

APPLICATION DEADLINE IS 5:00 P.M., FEBRUARY 24, 2020.

Completed application, cover letter, and resume may be submitted as follows:

Via mail to:

Attention: Human Resources
Water Replenishment District of Southern California
4040 Paramount Blvd.
Lakewood, CA 90712

Via email:

hr@wrd.org