



OPERATIONS INTERNSHIP OPPORTUNITY

The Water Replenishment District of Southern California (WRD or District) is seeking a motivated intern for its Operations Department. This intern will have the opportunity to gain real world experience supporting various operations-related projects and activities associated with the District's water recycling facilities. Under supervision, this position will work with professional engineers, treatment plant operators and the Water Operations Superintendent.

POSITION SUMMARY:

This multifaceted position will span a variety of activities and therefore require the incumbent to be highly motivated and exercise flexibility while performing various tasks related to the execution and operations of the District's treatment plants. The ideal candidate must be enrolled as a full-time student at an accredited college/university and be capable of working 15-20 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; working knowledge of basic computing, spreadsheets, word processing and presentation via Microsoft Office platform. Experience with statistical methods and the principles of water/wastewater treatment is a plus. The incumbent must be flexible to work in multiple settings, including office and outdoors in the District's treatment facilities. Assignments may include, but are not limited to:

- Collect, analyze and interpret data (operational, statistical, etc.) and make recommendations/propose solutions.
- Prepare and/or review spreadsheets, standard operating procedures, operational logs, plans, presentations and other technical documents.
- Participate in pilot-scale studies, including hands-on operations, data collection and interpretation.
- Support the management of programs and projects, including tracking budgets and schedules, filing, reviewing contracts, reports, etc.
- Assist with the implementation and use of the District's asset management program and initiatives at the treatment facilities.
- Attend project meetings and participate 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 program requirements for consideration: 1. must have at least one year remaining in school; 2. must be currently enrolled full-time in an accredited program related to this field.

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 www.wrd.org. 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. First review of applications will be Wednesday, November 13, 2019. This position will remain open until filled.**

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

Via mail to:

Tracey Burke
Water Replenishment District of Southern California
4040 Paramount Blvd.
Lakewood, CA 90712

Via email:

tburke@wrd.org