



OPERATIONS INTERNSHIP OPPORTUNITY

The Water Replenishment District of Southern California (WRD or District) is seeking a motivated intern for our Operations Department. This intern will have the opportunity to gain real world experience supporting various operations-related projects and activities associated with its water recycling facilities. Under supervision, this position will involve working 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 as he/she performs 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 requirement 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. Application deadline is 5 p.m. Friday, February 22, 2019.**

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

Via mail to:

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

Via fax:

562-275-4233

Via email:

tburke@wrd.org