

JOB SUMMARY

This is a student intern position receiving training and mentoring in an assigned area of responsibility performing assignments that serve to offer practical experience and broad exposure to MWD's organizational structure.

OVERSIGHT

Receives direction from a Team, Unit, Section, Assistant Group, or Group Manager.

JOB DUTIES

1. Performs research as assigned and applies academic theory, training and education to real life work situations and environments.
2. Participates on project teams as required.
3. Learns and assists with tasks related to their areas of discipline and assigned area of responsibility.
4. Learns and assists to plan, conduct studies and research, and compile information from various sources; provides updates and prepares reports.
5. Learns and assists to collect and analyze statistical data, generates and maintains records and report findings, makes recommendations.
6. Learns and assists in inputting, maintaining, and verifying data.
7. Learns and assists in the implementation of goals and objectives.
8. Learns and assists in identifying opportunities for improving processes to optimize efficiency.
9. Performs office duties and activities as required.
10. Performs other related Student Intern job duties as required.

MWD

Metropolitan Water District of Southern California

Job Title: Student Intern

Job Code: Y13A, Y13B

Adopted: 10/9/09

Revised: 5/23/13

Supercedes: 2/4/10

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Current enrollment in an accredited four-year college or university carrying a minimum of 12 semester units or 8 quarter units with junior or senior standing in a related major and maintain a cumulative grade point average of 2.75 or higher on a 4.0 scale, or current enrollment in an accredited graduate degree program in a related major with a grade point average of 2.75 or higher.

Required Knowledge of: Data collection and research techniques; and English usage, spelling, and grammar and punctuation.

Required Skills and Abilities to: Research, collect, and compile data; respond to requests and inquiries from the general public; maintain comprehensive records, files, logs, listings and related data; create spreadsheets and presentations; assist in preparing and reviewing a variety of documents and correspondence for accuracy and completeness; understand and follow verbal and written instructions; communicate clearly and concisely, both verbally and in writing; operate office equipment including computers and applicable modern office equipment and technology; and establish and maintain effective working relationships with those contacted in the course of work.

CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS

☑ Valid California Class C Driver License that allows you to drive in the course of your employment.

PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.

Job Location: Downtown Los Angeles at the Metropolitan Water District of Southern California's Union Station Headquarters.

Schedule: 20 hours per week on average.

Job Summary: Providing assistance to staff members in the Operational Safety and Environmental Services Section in the areas of air quality, wastewater and hazardous materials/waste management. To work under the direction of program managers, environmental specialists and engineers to meet compliance obligations (e.g. reports, permits, compliance documents).

Additional Job Duties:

- ☑ Assist staff members with preparing and submitting hazardous materials business plans.
- ☑ Assist staff members with consolidating hazardous materials inventories, monitoring hazardous waste manifests, and other related data.
- ☑ Assist staff members with preparing and submitting environmental permit applications for air quality, wastewater, and underground storage tanks.
- ☑ Assist staff members with maintaining and reviewing databases.
- ☑ Assist staff members with environmental site assessments and remediation efforts at hazardous waste sites.
- ☑ Assist staff members with developing procedures and conducting training to comply with new environmental requirements.
- ☑ Assist with filing and maintaining records on air quality, wastewater, and hazardous materials/waste.
- ☑ Assist with office duties and activities.

Contact: Send your resume that includes your major, expected graduation date, grade point average, and relevant course work to Daniel Guillory at dguillory@mwdh2o.com.