



Job Classification

Title: Water Resources Intern
FLSA Status: Non-Exempt
Other: Part-Time
Job Code: 127

POSITION OVERVIEW

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 TVMWD's organizational structure.

OVERSIGHT

Supervision Received: Receives direction from the Chief Water Resources Officer or the Engineer.

Supervision Given: None

ESSENTIAL FUNCTIONS

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

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the background, knowledge, skill, or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of: Principles and practices of water resources management, procedures of urban planning, design, construction, research, and data analytics, and standard business English.

Ability to: Gather, organize, interpret, and analyze information and data; prepare and interpret tables, charts, graphs, and flow charts; organize, set priorities, and exercise sound judgment within areas of assigned responsibility; understand and follow written and oral instructions; prepare clear, concise and accurate reports, correspondence and other written materials; exercise tact and diplomacy in dealing with sensitive, varied and confidential personnel issues and employee situations; organize and maintain specialized files; establish and maintain effective working relationships with those encountered in the course of the work; operate office equipment including a computer and applicable software; communicate effectively, both orally and in writing; understand and follow verbal and written instructions; formulate options and make recommendations.

EDUCATION AND EXPERIENCE

Graduation from high school or G.E.D. equivalent.

Graduation or current enrollment in undergraduate or graduate studies in an accredited college or university with major course work in Urban Planning, Data Science, Business Administration, Engineering, Construction Management Technology, or closely related field.

Current enrollment in undergraduate or graduate studies is preferred.

While no prior work experience is required, preference may be given to individuals with prior related professional work experience and/or students who have completed significantly related coursework.

Attention to detail, excellent verbal and written communication skills, as well as proficiency in computer applications such as Microsoft Word and Excel are critical.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Requires the ability to receive, understand, and act upon verbal and written communication from others, and to communicate with others. Requires ability to use hands and fingers to handle or feel objects, tools, or controls; to reach with hands and arms; to sit and stand; and to talk and hear. Must be able to carry, push, pull, reach, and lift equipment and parts up to 25 lbs. and heavier weights with the use of proper assistance.

Must be able to participate in job-related activities at times other than normal business hours, i.e., evenings and weekends, and at various locations that will require operating a motor vehicle.

CERTIFICATES, LICENSES, AND REGISTRATIONS

Certificates

- None

Licenses

- Must have and maintain a current Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District's Vehicle Insurance Policy standards.

Registrations

- None

This job description has been revised and approved by all levels of management.

Approved by:	Matthew Litchfield
Date last modified:	3/2/23
Date approved:	3/21/23

I have received, reviewed, and fully understand the job description for Water Resources Intern. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ Date: _____

Employee Signature: _____

Supervisors Signature: _____ Date: _____

Job classifications are intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that are performed by the incumbent. Classifications are not intended to reflect all duties performed within the job.