



Posted: November 2022

THREE VALLEYS MUNICIPAL WATER DISTRICT

Water Resources Intern *\$17.00 – \$22.00 per hour (DOQ)*

Closing date – Friday, December 2, 2022

ABOUT THE DISTRICT: Three Valleys (the District) is a government agency that was formed by a vote of the people in 1950. It is one of the 26 member agencies of the Metropolitan Water District of Southern California (MWD) that is authorized to deliver wholesale water supplies from the Colorado River and northern California. The District gets its name from the three areas that it serves: the Pomona, Walnut and East San Gabriel Valleys. There are 14 cities and water agencies that are within the District's service area, which covers an area of 133 square miles and a population of 525,000. The District's annual budget is about \$72 million, with most of the total involved in the purchase and sale of water. A publicly elected, seven-member Board of Directors presides over the District.

ABOUT THE POSITION: This is a student intern position receiving training and mentoring in planning, water resources, engineering, and construction management performing assignments that serve to offer practical experience and broad exposure to TVMWD's organizational structure. This position will receive direction from the Chief Water Resources Officer or the Engineer.

This position will work a part-time, up to 18-hours per week schedule, with Friday/Saturday/Sunday as the normal off days. This is an FLSA non-exempt position, subject to an introductory period of one year.

THE IDEAL CANDIDATE: The ideal candidate will enjoy working in a smaller environment with a supportive and professional team of coworkers. They will be self-initiated, self-reliant, and possess broad skills in the field of human resources and risk management. They will readily take ownership of assignments, have a sense of humor, be dedicated to their chosen field and be willing to do whatever it takes to get a job done. They will show respect for all business contacts, even those with differing views and abilities. They must enjoy the excitement of working on multiple tasks and show good judgment in prioritizing assignments.

TYPICAL DUTIES:

- 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 reports findings and, 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 Student Intern job duties as required.

See the attached job classification for a complete list of duties and responsibilities.



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POSITION QUALIFICATIONS AND REQUIREMENTS:

- 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 significant 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.
- Requires ability to receive, understand, and act upon verbal and written communication from others, and to communicate to 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. The work may regularly require lifting supplies and/or equipment weighing up to 25 pounds and occasionally lifting approximately 55 pounds
- Must possess and maintain (or have the ability to obtain) a valid California driver's license, vehicle insurance, and an acceptable driving record.

DISTRICT BENEFITS: Part-Time employees receive 24 hours of sick leave per year.

FILING PROCEDURE AND DEADLINE: *Applicants may obtain an application packet by visiting our website at www.threevalleys.com or calling 909-621-5568.* Application may be submitted by sending to Viviana Robles via email at: vrobles@tvmwd.com. A completed District application and resume must be submitted in order to receive consideration.

Open Until Filled. The next application review deadline is Friday, December 2, 2022; however, applications will continue to be accepted while the posting is open.

NOTE: The information contained in this job announcement is in abbreviated form. This is NOT an offer of employment and is NOT a complete list of the terms and conditions which affect District employment. Persons selected for employment will be required to pass a medical examination. They will also be required to present documents establishing personal identity and the legal right to work in the United States. Employment is contingent upon the successful completion of this process.

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Three Valleys Municipal Water District Job Classification

Title: WATER RESOURCES INTERN
FLSA: Non-Exempt
Status: Part-Time (up to 18 hours per week)
Salary: \$17.00 - \$22.00 hourly

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 TVMWD's organizational structure.

Oversight

- Receives direction from the Chief Water Resources Officer or the Engineer.

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 Student Intern job duties as required.

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 the essential functions.

Knowledge of: Principles and practices of water resources management, procedures of urban planning, design, construction, research and data analytics, 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 significant 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 ability to receive, understand, and act upon verbal and written communication from others, and to communicate to 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. The work may regularly require lifting supplies and/or equipment weighing up to 25 pounds and occasionally lifting approximately 55 pounds

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; therefore, must possess and maintain (or have the ability to obtain) a valid California driver's license, vehicle insurance and an acceptable driving record.

Certificates, Licenses and Registrations

- Must have and maintain a current California driver's license.