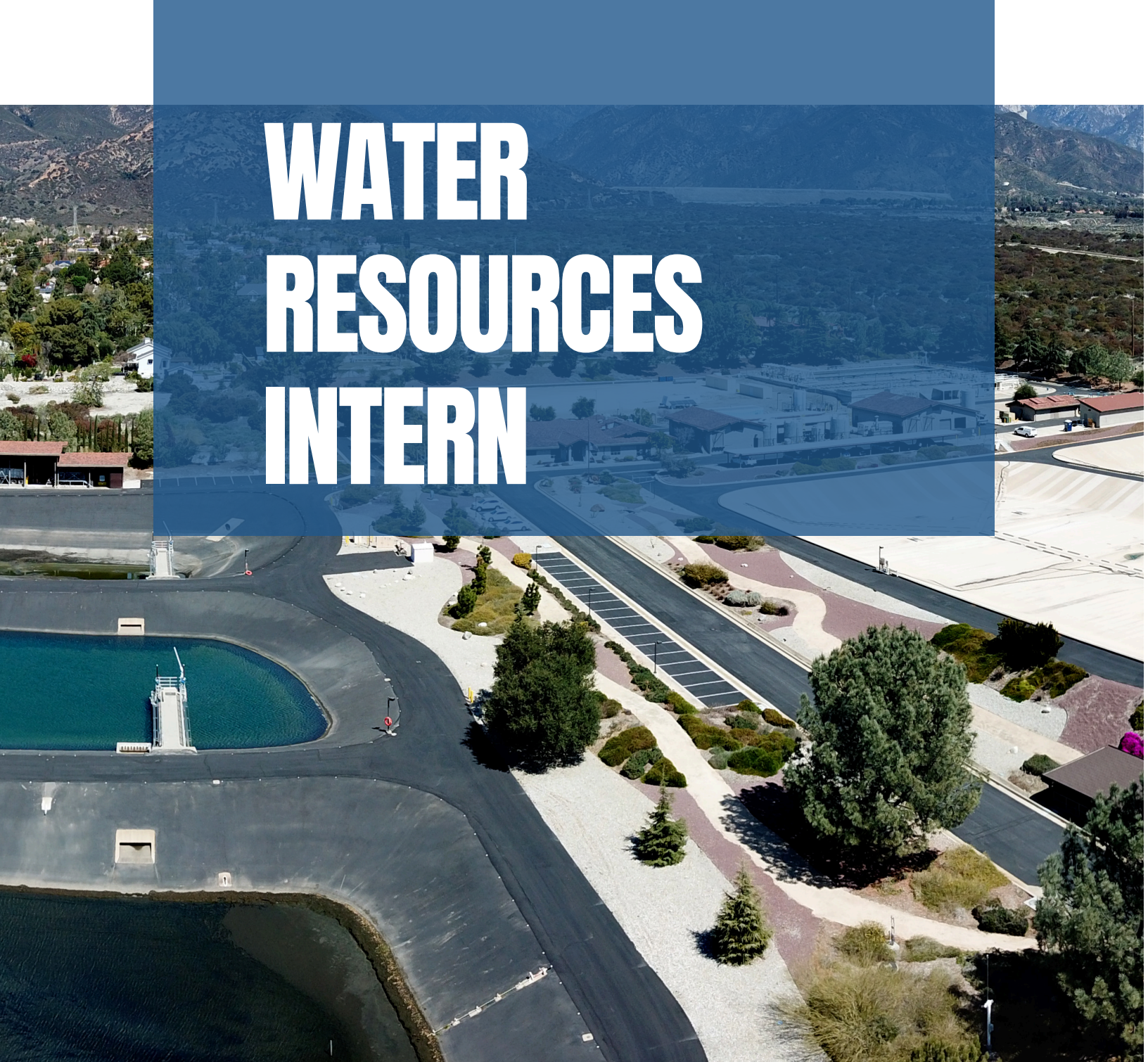


WATER RESOURCES INTERN



ABOUT TVMWD

Three Valleys Municipal Water District (District/TVMWD) 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 TVMWD service area, which covers an area of 133 square miles and a population of over 500,000.

The District's annual budget is \$91 million, with the majority of the expenses associated with the purchase and sale of water. A publicly elected, seven-member Board of Directors presides over TVMWD.

OUR MISSION

is to supplement and enhance local water supplies to meet our region's needs in a reliable and cost-effective manner

CORE VALUES

01

INTEGRITY

Devote work effort in a consistent and fair manner to do what is right.

02

COLLABORATION

Have an open exchange of information and share ideas broadly within and across organizational lines; engage our internal and external customer as valued partners.

03

ACCOUNTABILITY

Deliver on our commitments and decisions; take ownership of the outcomes and results.

04

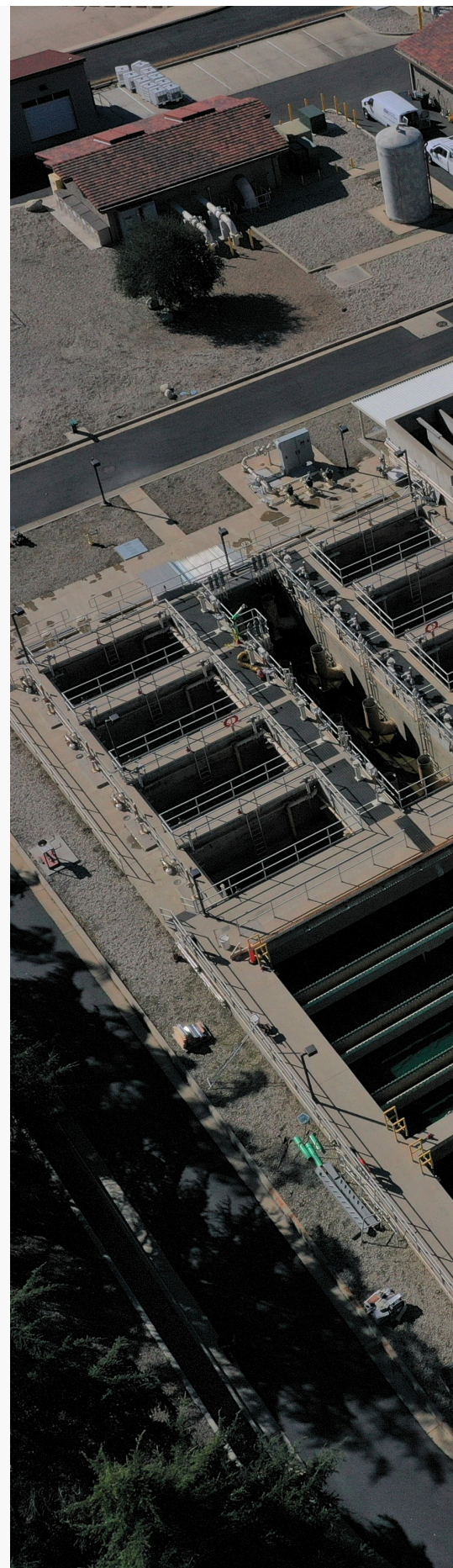
PROGRESSION

Have a growth mindset for continuous improvement at both personal and organizational levels.

05

INNOVATION

Provide bold leadership that is prepared to challenge the status quo and develop projects and services that create long-term value for our member agencies.



THE POSITION

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.



THE RIGHT CANDIDATE

The ideal candidate for the Water Resources Intern position is a curious, motivated, and detail-oriented student with a strong interest in public water systems, sustainability, and infrastructure. They are currently pursuing a degree in Urban Planning, Data Science, Business Administration, Engineering (preferred), Construction Management Technology, or closely related field and are eager to apply their classroom learning to real-world projects.

They bring a willingness to learn, a collaborative mindset, and strong communication skills—both written and verbal. They take initiative, are organized, and enjoy solving problems with a data-driven approach. This individual is excited to support ongoing projects, engage with experienced professionals, and gain meaningful exposure to the technical, operational, and policy aspects of water resource management. They are dependable, adaptable, and ready to contribute to TVMWD's mission of delivering high-quality water in an efficient and sustainable way.





ESSENTIAL FUNCTIONS

- 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 assist in creation and updating engineering details, drawings, and project displays.
 - Learns and assists in identifying opportunities for improving processes to optimize efficiency.
 - Performs other related duties as assigned.
-

REQUIREMENTS & QUALIFICATIONS



Education & 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 a 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.
- Strong attention to detail, exceptional verbal and written communication skills, and proficiency in computer applications such as Microsoft Word and Excel are essential. Experience with other software programs, including AutoCAD and ArcGIS, is preferred.



Physical Demands & 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 that requires site visits on varied terrain and exposure to weather that will require operating a motor vehicle.

PAY, BENEFITS & WORK SCHEDULE



Hours and Compensation

The Water Resources Intern position is an hourly, part-time role with a pay range of \$17.00 – \$22.00 per hour, depending on qualifications. Interns may work up to 18 hours per week.

Sick Leave

40 hours of sick leave per calendar year.

Holidays

Receive paid time off for District-observed holidays.

Flexible Work Schedule

Enjoy a flexible schedule designed to accommodate school commitments.



MEET THE TEAM

Jon



Water Operator

"Three Valleys is a great place to work, it has a friendly environment. You will work with very knowledgeable people in the industry. The atmosphere you get while working here is more of a close-knit group and it's a place where you want to retire from."

Karen



Compliance Specialist

"A 'job' became a fulfilling career, thanks to the incredible support, resources, and opportunities to engage with new technologies, alongside creative, fun, and knowledgeable colleagues with a common-sense approach."

Dom



Operations Supervisor

"Working in TVMWD you get the small-town feel, great culture, and opportunities to further your professional growth."

Sylvie



Chief Water Resources Officer

"I enjoy working at Three Valleys, every single day – even on those challenging days. We have an awesome culture – from the top to all the staff, including our Board of Directors, General Manager and all my colleagues."

Brian



Water Resources Analyst

"Three Valleys has been an absolute pleasure to work at! As a relatively new member of the Three Valleys team, I have been warmly welcomed kindly by my coworkers and find that I have learned something new each day I walk into the office."

Marissa



Adm/Comms Assistant

"Working at TVMWD is more than just a job, it's a career and the place you want to retire from. The management team supports their staff and promotes a positive working environment for you to grow. The people you meet here aren't just coworkers, they become your second family."

APPLY NOW



The first round of application screenings will take place on October 2, 2025. The position will remain open until filled. To be considered for this exciting and rewarding career opportunity, please submit your completed District application, resume, and a short responses to the two supplemental questions via email to the Human Resources department at 3vHR@tvmwd.com.

Supplemental Questions (required):

1. Tell us the reason you are interested in this internship and, if selected, what you expect to gain from the experience.
2. Describe a technical problem you've encountered (in class, a project, or extracurricular activity). How did you approach it, and what was the outcome?

Applications are available at www.threevalleys.com.

Note: The information contained in this job announcement is in abbreviated form. This announcement does not constitute a formal 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.

GET IN TOUCH!



VIVIANA ROBLES,
HUMAN RESOURCES/RISK MANAGER



(909) 293-7030



3vHR@tvmwd.com