



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

Engineering Year- Round Co-op Program



Cooperative Education
Cal Poly, Pomona

Learn By Doing. You Earn A Future When You Earn A Degree.

Application Filing Period:

March 1, 2011- March 21, 2011 by noon

Co-op Job #924

Program Information

Through an agreement with the Metropolitan Water District of Southern California (MWD), the Cal Poly Pomona Foundation, Inc., and Cal Poly's Co-op Education Office, (9) talented undergraduate **engineering/business/information technology** students are being sought to participate in the Engineering Services Group Co-op Program. The program augments the students' studies with practical work experience at MWD.

This program is limited to students who will be returning to college in the fall of 2011. The program is designed to provide students with temporary work and an opportunity to gain work experience in the water industry.

Students should **NOT** apply for the program if a commitment of approximately nine months cannot be made. All students accepted for this program will start July 1, 2011 and will end employment by March 31, 2012.

This program is open to all students who meet requirements regardless of the school you are currently attending; however, to get in the program all applicants must apply through the Cal Poly Office of Cooperative Education.

MAJORS

EE, CE, ME, CHE, ETC (possibly other EGR except ARO), URP, FRL, CIS (Sophomore, Junior or early Senior)

Salary Information

The salary is \$15.00 per hour. The students selected by MWD will be hired and paid as an employee of the Cal Poly Pomona Foundation, Inc.

Work Schedule

Student Interns will work full-time during the summer with a total of approximately 144 hours per month. Students will have every other Friday off, and work will be coordinated with their supervisor. During the academic year, interns will work part-time (20 hours a week.). All students accepted for this program will end employment by March 31, 2012, or when 900 hours have been reached (whichever comes first).

Work Location

Downtown Los Angeles & La Verne

Current Internship Opportunities

[Click Here for Current Internship Opportunities](#)

Requirements

Undergraduate students must have a minimum overall GPA of 2.5; at least one year of satisfactory study in **engineering/business/information technology** and relevant course work needed to perform the duties of the position, or as specified in each job description.

The hired students must be enrolled for co-op ed./internship credit through their university during his/her employment at MWD and must continue to be enrolled and in good standing at their university. The co-op student's employment with MWD will be terminated if the student does not enroll for the co-op units.

Employment under the MWD/Cal Poly Pomona Foundation agreement is temporary and can be terminated without cause at any time. Applicants **MUST** be U.S. citizens *or* able to document the legal right to work in the U.S.

Application Procedure

[Click Here to Print and Download Application Materials](#)

Before application material can be forwarded **ALL APPLICANTS** must complete/have completed a Co-op Application form via the Co-op website:
<http://coopweb.sci.csupomona.edu/>.

Complete and submit your application packet to the Cal Poly Co-op Office (see address below). Completed applications should include: A "Cal Poly Pomona Co-op Ed.

Employment Application for MWD Co-op Positions”, Cooperative Education Program Questionnaire, and a Schedule Sheet showing your availability to interview at MWD’s downtown Los Angeles headquarters during the weeks **May 2, 2011 and May 9, 2011.**

Students may apply for more than one position **only** if you meet the requirements within the position description. If applying for more than one position, you will need to complete an application packet for each position. It is OK to make copies of your original completed application changing job numbers as appropriate. **(Please use Job # 100-900)**

The application packet must be completed and received no later than 12:00 NOON on March 21, 2011. FAXES, E-mails, and Postmarks NOT accepted. Application packets not completed as instructed and/or completed in their entirety will not be considered. Mail completed packet to:

**Office of Cooperative Education
c/o Chemistry Department,
Cal Poly Pomona, 3801 W. Temple Avenue, Pomona, CA 91768**

For Application Forms and Information, contact:

Email: kbenjamin@csupomona.edu

Phone: (909) 869-3434

The Cal Poly Pomona Foundation, Inc. is an Affirmative Action/Equal Opportunity Employer

Internship Opportunity

Job # 100 – Student Intern – Engineering Services Group, Design Unit
General Design Team
Pipeline/Facilities Design Team

Duties: Under the direction of a civil engineer, geotechnical engineer, or project engineer, perform minor civil/geotechnical engineering work such as calculations, design details and estimates for Metropolitan Water District; file and maintain civil and geotechnical technical standards; update design manuals; and perform other related duties. Some fieldwork or site visit will be required.

Requirements: Currently enrolled in an accredited four year B.S. in the civil engineering program and have completed at least one year of general engineering study including Static, Dynamic, Intermediate structural analysis, strength of material, surveying and soil mechanics.

Desirable Requirements: Working knowledge of Microsoft Excel and Word and Power Point software. Completed course in Drafting/Drawing preparation. Possess effective verbal and written communication skills.

Work Location: Downtown Los Angeles

Job # 200 – Student Intern – Engineering Services Group, Design Unit
Treatment Plant Design Team
Equipment Design Team

Duties: Under the direction of an engineer, perform tasks such as: water treatment equipment and process design calculations research and comparison of new equipment; preparation of design details and estimates for projects related to water treatment facilities and water distribution systems; updating of design manuals; filing and maintenance of project records and technical standards and other related duties. Some drafting and fieldwork may be required.

Desirable Requirements: Currently enrolled in accredited four year B.S. engineering program for Mechanical, Chemical, or Civil/Environmental Engineering, and have completed at least two years of study. Working knowledge of Microsoft Word, Excel and Power Point. Completed course in Drafting/Drawing Preparation. Effective written and verbal communication skills.

Work Location: Downtown Los Angeles adjacent to Union Station (easy commute by subway or train)

Job # 300 – Student Intern – Engineering Services Group, Design Unit
Power Design Team
Instrumentation Control Design Team

Duties: Under the direction of an engineer, perform minor electrical or instrumentation and controls engineering work such as updating specifications, preparing calculations, and developing design details and estimates for water treatment facilities and water distribution systems projects. Work may also include organizing and maintaining technical standards and procedures on the Design Unit web page, updating design manuals, and performing other related duties. Some fieldwork may be required.

Desirable Requirements: Currently enrolled in an accredited four year B.S. engineering program (electrical, chemical, or mechanical) and have completed at least one year of study. Working knowledge of web page development software, Microsoft Excel and Word. Completed course in Drafting/Drawing preparation. Effective verbal and written communication skills.

Work Location: Downtown Los Angeles

Student Intern - Engineering Services Group, Program Management Unit - 3 positions

Job # 400 - Conveyance/Storage PM Team

Job # 500 – Distribution System PM Team

Job # 600 - Treatment Plant PM Team

Duties: Provide support activities to project managers involved with capital projects and programs. Work activities may include: conducting engineering analyses, preparing written reports, conducting research, analyzing data, preparing spreadsheets and presentations, assisting in the preparation of project schedules and budgets. Some fieldwork will be required.

Desirable Requirements: Currently enrolled in an accredited four year B. S. engineering program (chemical, civil, environmental, mechanical, electrical or similar majors) and must have completed at least two years of study. Knowledge of MS Word, Excel, Power Point, Microsoft Project. Strong analytical skills, effective verbal and written communication skills, knowledge of water treatment plants and facilities, or knowledge of water conveyance and distribution systems, and ability to work productively on multiple assignments.

Work Location: Downtown Los Angeles

**Job # 700 – Student Intern, Engineering Services Group, Inspection Unit
Inspection Team # 1**

Duties: Under the direction of the Resident Engineer will review and draft replies to contractor requests for information, prepare engineering spreadsheets and estimates, assist with field inspection, materials testing, and survey work, provide administrative and inspection support to engineers and inspectors, prepare sketches and as-built drawing markups, and perform other duties as assigned.

NOTE: THIS ASSIGNMENT WILL BE AT THE WEYMOUTH FILTRATION PLANT, AND WILL SUPPORT SEVERAL ACTIVE CONSTRUCTION PROJECTS. MUST BE ABLE TO REPORT TO THE CONSTRUCTION FIELD SITE. LIMITED INSPECTION SUPPORT IN THE FIELD MAY BE REQUIRED.

Desirable Requirements: Currently enrolled in an accredited four year B.S. engineering program and have completed at least two years of study. Working knowledge of Microsoft Excel, Word and Access software. Completed course in construction management, drafting, construction materials, survey, soils, and reinforced concrete is a plus. Strong analytical skills, effective verbal and written communication skills, knowledge of construction means and methods, water treatment plant operations, and water distribution systems is a plus.

Work Location: F. E. Weymouth Filtration Plant
La Verne

Job # 800 – Student Intern – Real Property Development and Management Group, R/W Planning and Acquisition Team

Duties: Provide support to the Right of Way Planning and Acquisition Team, as necessary, in the preparation of real estate transactions related to Capital Investment Projects. Will assist in the preparation of grant deeds, easement deeds, acquisition leases, entry permits, and escrow documents. Will research title and ownership information and review legal descriptions and maps. Research and assist in the preparation of appraisals and cost estimates related to capital project budgets and relocation assistance advisory reports.

Desirable qualifications: Currently enrolled in an accredited four year business or urban planning degree program and have completed at least two years of study. Working knowledge of Microsoft Office products (Excel, Word, Access, and Power Point). Course work in real estate principles and business law is highly desirable.

Work Location: Downtown Los Angeles

Job # 900 – Student Intern – Business Technology Group, Information Technology Section, Quality Assurance/Quality Control Team

Duties: Under the direction of a Senior Quality Analyst, IT Principal, or Team Manager, perform minor quality control work such as execute test scripts, coordinate testing times with customers, document test results, obtain customer sign-offs, as well as perform other related duties as directed.

Requirements: Currently enrolled in an accredited four year B.S. program in the information systems, mathematics, or other related program, and have completed at least one year of general study including general analysis and word processing skills.

Desirable Requirements: Working knowledge of Microsoft Excel, Word and Power Point software. Knowledge of system development life cycles. Ability to work well with others. Flexibility with schedules. Familiarity with using a PC. Familiarity with email software. Possess effective people skills. Possess ability to analyze and solve problems. Possess effective verbal and written communication skills.

Work Location: Downtown Los Angeles. May occasionally require travel to La Verne or other MWD sites.