

**ENGINEERING INTERNSHIP OPPORTUNITY**  
**Year-Round**

**FY 2011/12**

**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 LaVerne or other MWD sites.