



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA



*Cooperative Education
Cal Poly, Pomona*

ENGINEERING SUMMER STUDENT INTERNSHIP PROGRAM

Co-op Job # 966

Majors: CHE, CE, ME, EE, possibly others

Application Filing Period: March 1, 2012 – March 15, 2012

The Metropolitan Water District of Southern California (MWD) provides water to 19 million Southern Californians. Through an agreement with the Cal Poly Pomona Foundation, Inc. and Cal Poly's Co-op Education Office, we are currently seeking five (5) talented undergraduate engineering students to participate in our Engineering Services Group Summer Student Internship Program. The program augments the students' studies with practical work experience at MWD.

The Engineering Services Group designs and supervises the construction of water-related structures and facilities, including pipelines, water treatment facilities, operations centers, hydropower plants, reservoirs and numerous regulating structures.

The program is limited to students planning to return to college in the fall of 2012, and is designed to provide only temporary work and a learning work experience in the water industry. All students accepted for this program will end employment by September 30, 2012 (or when the fall quarter/semester starts).

A brief description of available positions is attached.

Classification and Number of Positions: Student Intern -- 5 openings.

Salary: \$15.00/hour

Job Duration/Job Location: Work full-time during the summer [June 1 through September 30, 2012] at our downtown Los Angeles headquarters and La Verne.

Student Eligibility: Undergraduate students must have a minimum overall GPA of 2.5; at least one year of satisfactory study in engineering and relevant course work needed to perform the duties of the position; and the legal right to work in the United States.

Contact the following for information and to request an application packet:

Center for Community Service-Learning

Kathy Benjamin, Cooperative Education

Cal Poly Pomona

kbenjamin@csupomona.edu

(909) 869-3434

Metropolitan Water District

Ruthie Williams

rmwilliams@mwdh2o.com

(213) 217-7654

Completed applications should include: Engineering Summer Student Internship Program Application, Engineering Summer Student Internship Program Questionnaire and a Schedule Sheet showing availability to interview at MWD's downtown Los Angeles headquarters during the week of April 16, 2012.

Resumes cannot be substituted for a completed application. A separate and complete application packet must be filed for each position in which you are applying.

The application packet must be completed and received no later than March 15, 2012. Faxes, emails and postmarks NOT accepted. Mail completed packets to:

The Metropolitan Water District of Southern California

700 North Alameda Street

Los Angeles, CA 90012

Attention: Ruthie Williams, Engineering Services Group, Room 3-112

MWD and Cal Poly Pomona Foundation, Inc. proudly promote equal opportunity and diversity in both its employment program and business contracting opportunities.

ENGINEERING SUMMER STUDENT INTERNSHIP PROGRAM

POSITION DESCRIPTION

Job # S1000 - Student Intern, Engineering Services Group, Program Management Unit

Conveyance/Storage PM Team (1) position

Distribution System PM Team (1) position

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 # S2000 – Student Intern, Engineering Services Group, Design Unit (1 position) **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 # S3000 – Student Intern, Engineering Services Group, Design Unit (1) position
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

Job # S4000 - Student Intern, Water System Operations, Maintenance Engineering Team (1 position)

Duties: Provide support activities to reliability engineers and engineering technicians. Under direction of an engineer may perform calculations or develop technical presentations, research equipment related failures, participate in testing of equipment and components, organize technical meetings and assist in the development of technical documents. In addition, may participate in the collection of equipment information, assist in the development of online database reports and participate in testing of new software features being implemented using the District's computerized maintenance management system.

Desirable Requirements: Currently enrolled in an accredited four year B. S. engineering (chemical, 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: La Verne

SummerStudentProgramJob DescrFY12.13.doc