

# **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