THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

Engineering Year- Round Co-Op Program

CENTER FOR COMMUNITY ENGAGEMENT
CAL POLY POMONA

"OPENING DOORS TO
MY FUTURE"

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

Application Filing Period: March 13, 2017- March 24, 2017 by NOON
Co-op Job # 71357

Program Information

Through an agreement with the Metropolitan Water District of Southern California (MWD), the Cal Poly Pomona Foundation, Inc., and Cal Poly Pomona Center for Community Engagement – Internship & Co-op Education office**, eight (8)** talented undergraduate **engineering** 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 2017. 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 3, 2017 and will end employment by March 31, 2018.

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, (possibly other EGR except ARO) - (Sophomore, Junior or early Senior status)

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, 2018 or when 900 hours have been reached (whichever comes first).

Work Location

Downtown Los Angeles, La Verne & Palos Verdes Reservoir (City of Rolling Hills)

Current Internship Opportunities

A brief description of available positions is attached

Requirements

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, or as specified in each position description.

The hired students must be enrolled for co-op/internship course for 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

Before submitting MWD application materials, **ALL APPLICANTS** must ***FIRST*** apply for the Cal Poly Pomona, Co-op Program by completing the online form at the link below:

https://app.calstates4.com/cpp/co-op-program-application

After the online Co-op form has been completed, you may apply to the MWD Year Round Internship positions (#100-#800). You may access the forms at the Cal Poly, Center for Community Engagement website (see link below)

http://www.cpp.edu/~cce/co-op-education/students/job-opportunities.shtml

*IMPORTANT: ACCEPTING HARD COPY SUBMISSIONS ONLY

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 a separate application packet for **EACH** position. It is OK to make copies of your original completed application packet changing position numbers as appropriate. **(Please use Position # 100-800)**

For Application Forms and Information, visit the Cal Poly Pomona Website
http://www.cpp.edu/~cce/co-op-education/students/job-opportunities.shtml

Or you may contact: M. Christina Moreno-Donato, Email: co-op@cpp.edu (909) 869-4637

How to Apply:

Completed application packet should include:

1. *Co-Op Program Online Application*
   https://app.calstates4.com/cpp/co-op-program-application
2. *Engineering **Year-Round** Student Internship Program Application*
3. *Engineering **Year-Round** Student Internship Program Questionnaire*
4. *Resume*
5. *Copy of Unofficial Transcripts*
6. *Availability Form: This is a schedule sheet showing availability to* interview at MWD's downtown Los Angeles headquarters during the week of ***May 15, 2017***.

Resumes cannot be substituted for a completed application.

****IMPORTANT:***
A separate and complete application packet must be filed for EACH position in which you are applying, as long as you meet the requirements within the position description.

The application packet must be completed and received no later than 12:00 NOON March 24, 2017. Faxes, emails and postmarks NOT accepted.

Mail or hand deliver completed HARD COPY application packet to:

California State Polytechnic University, Pomona
Center for Community Engagement, Building 1, Room 318
3801 West Temple Avenue
Pomona, California 91768
Attention: M. Christina Moreno-Donato

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

ENGINEERING INTERNSHIP OPPORTUNITY

****A SEPARATE AND COMPLETE APPLICATION PACKET must be filed for each positon in which you are applying, as long as you meet the requirements within the position description, AND include the MWD Position # on each application (for example MWD Position #100, #200, #300, #400, #500, #600, #700 or #800)**

Position # 100 – Student Intern – Engineering Services Group, Design Unit
General Design Team - (1 position)

Duties: Under the direction of a civil engineer or project engineer, perform minor civil engineering work such as calculations, design details and estimates for Metropolitan Water District; file and maintain civil 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

Position # 200 – Student Intern - Engineering Services Group, Design Unit
Pipeline Design Team, Facilities Design Team - (1 position)

Duties: Under the direction of an engineer or project engineer, perform civil or structural engineering work such as calculations, design details and estimates for water treatment facilities and water distribution systems; file and maintain technical standards and project documents; help coordinate design and construction submittals; update design manuals; and perform other related duties; some CAD drafting and fieldwork may be required.

Desirable Requirements: Currently enrolled in an accredited four year B. S. engineering program for Civil or Structural engineers and have completed at least two years of study. Working knowledge of Microsoft Excel, Word and Access. Completed course in CAD Drafting/Drawing Preparation. Familiarity with Bentley MicroStation is beneficial. Effective verbal and written communication skills and familiarity with Power Point software.

Work Location: Downtown Los Angeles

Position # 300 – Student Intern – Engineering Services Group, Design Unit
Treatment Plant Design Team, Equipment Design Team (1 position)

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 Characteristics: Current enrollment in an accredited four year B.S. engineering program for Mechanical, Chemical, or Civil/Environmental Engineering, having completed at least two years of study. Working knowledge of Microsoft Word, Excel and Power Point. Experience with Computer Aided Design and Drafting. Effective written and verbal communication skills.

Work Location: Downtown Los Angeles

Position # 400 - Student Intern - Engineering Services Group, Program Management Unit
Conveyance/Storage PM Team – (1 position)
Position # 500 - Distribution System PM Team - (1 position)
Position # 600 - Treatment Plant 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.

Mandatory 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.

Desirable Requirements: 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

Position #700 – Student Intern, Engineering Services Group, Construction Management Unit
Construction Management Team #1 - (1 position)

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 fabrication inspection of structural steel, welded steel pipe, and other miscellaneous items at local manufacturing facilities, assist with field inspection, materials testing, 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 OR OTHER 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 mechanical engineering, construction management, drafting, construction materials, materials and metallurgy,, and reinforced concrete is a plus. Strong analytical skills, effective verbal and written communication skills, knowledge of mechanical equipment, welding processes, non-destructive testing, construction means and methods, water treatment plant operations, and water distribution systems is a plus.

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

Position # 800 – Student Intern, Engineering Services Group, Construction Management Unit
Materials Testing and Inspection Team - (1 position)

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 construction 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 PALOS VERDES RESERVOIR LOCATED IN THE CITY OF ROLLING HILLS , AND WILL SUPPORT THE PALOS VERDES RESERVOIR COVER AND LINER REPLACEMENT PROJECT. MUST BE ABLE TO REPORT TO THE CONSTRUCTION FIELD OFFICE.

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 coursework 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: Palos Verdes Reservoir
City of Rolling Hills