

## ENGINEERING INTERNSHIP OPPORTUNITY

**\*\*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, 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

Coop Program Position DescrFY17.18.doc