



The Citrus Heights Water District is accepting applications for the part-time position of

ENGINEERING INTERN

First Application Review: Week of June 21, 2018

The Citrus Heights Water District is seeking a motivated college student majoring in Civil Engineering, Water Resources, Construction Management, or a related field who is looking to obtain professional experience. This opportunity is an excellent opportunity to gain experience with a public water utility.

The position will be **filled immediately** and the expected term of employment is for a minimum of one (1) semester. The work schedule will be negotiable, based on the incumbent's school schedule. District Offices are closed on Fridays.

THE DISTRICT

The mission of the Citrus Heights Water District is to furnish a dependable supply of safe, quality water delivered to its customers in an efficient, responsive, and affordable manner. The District maintains 19,900 water service connections in a 12 square mile territory with a population of approximately 67,000 residents in portions of the City of Citrus Heights, and the unincorporated communities of Fair Oaks, Orangevale, Carmichael, and unincorporated Placer County.

THE POSITION

This part-time Engineering Intern position is intended for an upper-level college student. The Engineering Intern will provide intern-level support to the Engineering Department. Duties may include, but are not limited to, the following:

- Assist Engineering staff with main replacement project related duties.
- Assist Engineering staff with outside agency/developer projects within the District, and related duties.
- Prepare miscellaneous maps.
- Conduct field verifications of facilities and prepare data on existing water facilities within portions of the District.
- Enter data in Microsoft Excel spreadsheets and various District databases.
- Perform other duties as required.

THE IDEAL CANDIDATE

The ideal candidate will possess strong written and verbal communication skills, including the ability to be personable

on the telephone. They will also demonstrate attention to detail, the ability to organize and independently manage a variety of tasks simultaneously, self-discipline to work proactively and independently, and the willingness and commitment to learn new tasks and responsibilities as they are assigned.

EDUCATION AND EXPERIENCE

EDUCATION:

Equivalent to the completion of two (2) or more years of college with major coursework in Civil Engineering, Water Resources, Construction Management, Geographic Information Systems, Hydraulics, Hydrology, and/or Water Modeling.

EXPERIENCE:

No experience required. The following experience is preferred:

- Experience with Microsoft Office; in particular Excel, Outlook, and Word.
- Experience working in an office environment and using a variety of office equipment.
- Experience gathering field data and information.

LICENSE & CERTIFICATE:

Possession of a valid California Class C Driver license is preferred.

COMPENSATION & BENEFITS

Salary will be **\$14.00 - \$18.00 per hour, DOQ**

This is a part-time, unbenefited position.

APPLICATION & SELECTION PROCESS

This recruitment will remain open until the position is filled. Since this recruitment could close at any time, it is important to submit your application ASAP.

To apply for this excellent opportunity, please go to chwd.org/about-us/employment or contact **Noreen Griffin, Program Coordinator** with Regional Government Services at ngriffin@rgs.ca.gov or **(650) 587-7300, Ext. 88**