



CRESCENTA VALLEY WATER DISTRICT

SUMMER ENGINEERING INTERN

JOB DESCRIPTION – SUMMER ENGINEERING INTERN: (2 Positions Open)

Working with the Engineering Department and the District Engineer, the Summer Engineering Intern will assist with inputting data into the GIS program, assist with the customer service database, assist with inputting and updating maintenance records and assist with the Water Conservation program.

EXAMPLE OF DUTIES:

- Assist in inputting data into the Department's GIS database
- Assist in updating customer service databases
- Assist in organizing the Engineering Department's filing system
- Provide administrative support for the Water Conservation program

QUALIFICATIONS:

Either a college student or recent high school graduate pursuing a Bachelor's degree in engineering or related field from a two or four year university. Candidate should have a good understanding of computer systems, experience working in a professional office environment and a working knowledge of MS Office products.

SALARY:

\$8.00 – 13.00 per hour depending on qualifications

STARTING DATE: June 16, 2008

ENDING DATE: August 29, 2008 or later depending on school schedule

HOURS: 8:00 am to 4:30 pm - up to 40 hours/week

APPLICATION INSTRUCTIONS:

For an application, please contact Pam Leddy at (818) 248-3925. Applications may also be found online at www.cvwd.com. **Applications will be accepted until 4:00 pm on June 4th, 2008** and can be mailed to: Crescenta Valley Water District, Attention: David S. Gould, 2700 Foothill Blvd., La Crescenta, CA 91214 or faxed (818) 248-1659 or e-mailed to dgould@cvwd.com. Submission of a resume is optional.