



ROWLAND WATER DISTRICT

3021 Fullerton Road, Rowland Heights, CA 91748
www.rowlandwater.com

INTERNSHIP OPPORTUNITY

6-Month Contractual Engagement
(Open Competitive)

Deadline to file applications: Until position is filled

SALARY AND BENEFITS

SALARY: \$16.50 per hour

- Medical Insurance plan paid 100% by District after ninetieth (90) day of employment.
- \$150.00 boot allowance after ninetieth (90) day of employment.
- 24 hours paid sick leave

DEFINITION:

This 6-month Internship is a paid position where the individual shall work directly with District staff on the operation, maintenance and compliance of the potable and recycled water systems. This opportunity will provide the intern with a practical entry level knowledge base and a hands-on skill set to enable the candidate to seek full-time employment within the water industry.

POSITION CHARACTERISTICS:

Under general supervision from District staff, this position performs a wide variety of entry level tasks relating to the potable and recycled water distribution systems and related facilities. The ideal candidate would be a self-motivated, actively engaged person looking to acquire some real-world job experience in the water industry. This experience will be an invaluable asset for those seeking permanent employment in the industry.

EXAMPLE OF DUTIES – Duties may include, but are not limited to, the following:

- Assist with general maintenance and repair of potable and recycled water transmission and distribution systems.
- Perform related water system facilities maintenance and repair work as assigned.
- Operate various District vehicles; perform minor truck servicing and general inspections; document and report mechanical and/or other problems.
- Maintain service truck supplies and materials inventory.
- Install barricades and re-route traffic in a safe manner.
- Operate various types of construction equipment including pneumatic jackhammers or similar equipment to remove dirt, concrete or asphalt.
- Maintain accurate records of assignment tasks.
- Collect consumption data on assigned reading routes from commercial, industrial and residential water meters.

- Independently operate automated meter reading system or record water consumption in computerized readers.
- Check operation and repair or replace faulty water meters or meter boxes.
- Repair/replace leaking angle stop valves.
- Remove weeds or similar growth around water meter boxes or related appurtenances.
- Install new water meters and meter boxes.
- As directed, turn delinquent water service connections on or off, physically lock off water service connections, or remove water meters.
- Distribute pertinent customer notifications.
- Perform and document preventive maintenance procedures on water system facilities.
- Assist in collecting and recording water supply and water quality data for mandatory compliance and reporting purposes.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent. Preferred, completion of a water course - either online or in a classroom setting.

SPECIAL REQUIREMENTS:

Possession of a valid California Driver’s License (Class C) issued by the State Department of Motor Vehicles. Proof of a good driving record free of multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District’s automobile liability insurance rates.

Required to pass a physical examination which includes an initial drug screening with subsequent random fit-to-work evaluations. The District will also conduct a comprehensive pre-employment background investigation.

APPLICATION PROCESS:

Visit www.rowlandwater.com/careers for complete job description and employment application. Application can be completed and submitted online, along with a resume.

Fair Labor Standards Act:

For the purpose of the Fair Labor Standards Act, this position shall be considered a General Employee Unit, “non-exempt” position.

Equal Opportunity Employer:

Rowland Water District is an equal opportunity employer, and does not discriminate in hiring, training, promotion, compensation or terms of employment on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex.

Americans with Disabilities Act

The District will make such reasonable accommodation to enable persons with disabilities to fulfill the requirements of the position in accordance with the Americans with Disabilities Act of 1990.