



## ROWLAND WATER DISTRICT

3021 Fullerton Road, Rowland Heights, CA 91748

[www.rwd.org](http://www.rwd.org)

*"We are devoted to caring for our neighbors and our future."*

### **PAID INTERNSHIP** **6-MONTH CONTRACTUAL ENGAGEMENT** **Two (2) Open Positions**

**Deadline to file applications: June 13, 2025**

Please note that this recruitment may close at any time without prior notice.

#### **SALARY AND BENEFITS**

**SALARY: \$21.00 per hour**

- Medical Insurance plan paid 100% by District by ninetieth (90) day of employment.
- \$150.00 boot allowance after ninetieth (90) day of employment.
- 40 hours paid sick leave
- 9-80 Work Week (every other Friday off)

#### **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.
- 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. Completion of a water course - either online or in a classroom setting.

### **CERTIFICATION**

- Certification as a State of California, Division of Drinking Water, **Grade D1**, Water Distribution Operator.

### **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.rwd.org](http://www.rwd.org) for a complete job description. Applications can be completed and submitted online along with a resume at [www.rwd.org/careers](http://www.rwd.org/careers).