ENGINEERING SUMMER STUDENT INTERNSHIP PROGRAM
Co-op Job # 51378
Majors: CHE, CE, ME, EE, possibly others


The Metropolitan Water District of Southern California (MWD) provides water to 19 million Southern Californians. Through an agreement with the Cal Poly Pomona Foundation, Inc. and Cal Poly’s Co-op Education Office, we are currently seeking nine (9) talented undergraduate engineering students to participate in our Engineering Services Group Summer Student Internship Program. The program augments the students’ studies with practical work experience at MWD.

The Engineering Services Group designs and supervises the construction of water-related structures and facilities, including pipelines, water treatment facilities, operations centers, hydropower plants, reservoirs and numerous regulating structures.

The program is limited to students planning to return to college in the fall of 2015, and is designed to provide only temporary work and a learning work experience in the water industry. All students accepted for this program will end employment by September 30, 2015 (or when the fall quarter/semester starts).

A brief description of available positions is attached.

Classification and Number of Positions: Student Intern -- 9 openings.

Salary: $15.00/hour

Job Duration/Job Location: Work full-time during the summer [June 1 through September 30, 2015] at our downtown Los Angeles headquarters.

Student Eligibility: Undergraduate students must have a minimum overall GPA of 2.5; at least one year of satisfactory study in engineering
and relevant course work needed to perform the duties of the position; and the legal right to work in the United States.

Contact the following for information and to request an application packet:

**Center for Community Engagement**  
Thelma H. Fuentes, Cooperative Education  
Cal Poly Pomona  
thfuentes@cpp.edu  
(909) 869-3434

**Metropolitan Water District**  
Ruthie Williams  
rmwilliams@mwdh2o.com  
(213) 217-7654

- **Completed application packet should include:**
  - Engineering Summer Student Internship Program Application
  - Engineering Summer Student Internship Program Questionnaire
  - Schedule Sheet showing availability to interview at MWD’s downtown Los Angeles headquarters during the week of April 13-17, 2015.
  - Application materials available at [http://www.cpp.edu/~cce/co-op-education/students/job-opportunities.shtml](http://www.cpp.edu/~cce/co-op-education/students/job-opportunities.shtml)

Resumes cannot be substituted for a completed application. 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.

**The application packet must be completed and received no later than March 12, 2015. Faxes, emails and postmarks NOT accepted.  
Mail completed packets to:**

California State Polytechnic University, Pomona  
Center for Community Engagement  
3801 West Temple Avenue  
Pomona, California 91768  
Attention: Thelma H. Fuentes, Room 318

MWD and Cal Poly Pomona Foundation, Inc. proudly promote equal opportunity and diversity in both its employment program and business contracting opportunities.
ENGINEERING SUMMER STUDENT INTERNSHIP PROGRAM

POSITION DESCRIPTION

Job # S1000 - Student Intern, Engineering Services Group, Program Management Unit
Conveyance/Storage PM Team (2 positions)
Distribution System 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.

Desirable 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. 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

Job # S2000 – Student Intern – Engineering Services Group, Design Unit (2) positions
Treatment Plant Design Team
Equipment Design Team

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 Requirements: Currently enrolled in accredited four year B. S. engineering program for Mechanical, Chemical, or Civil/Environmental Engineering, and have completed at least two years of study. Working knowledge of Microsoft Word, Excel and Power Point. Completed course in Drafting/Drawing Preparation. Effective written and verbal communication skills.

Work Location: Downtown Los Angeles adjacent to Union Station (easy commute by subway or train)
**Job # S3000 – Student Intern, Engineering Services Group, Design Unit (1 position)**

**Instrumentation Design Team**

**Power Design Team**

**Duties:** Under the direction of an engineer, perform minor electrical or instrumentation and controls engineering work such as updating specifications, preparing calculations, and developing design details and estimates for water treatment facilities and water distribution systems projects. Work may also include organizing and maintaining technical standards and procedures on the Design Unit web page, updating design manuals, and performing other related duties. Some fieldwork may be required.

**Desirable Requirements:** Currently enrolled in an accredited four year B.S. engineering program (electrical or control systems) and have completed at least one year of study. Working knowledge of web page development software, Microsoft Excel and Word. Completed course in Drafting/Drawing preparation. Effective verbal and written communication skills.

**Work Location:** Downtown Los Angeles

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**Job # S4000 – Student Intern - Engineering Services Group, Design Unit, Pipeline Design Team**

**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 drafting and fieldwork may be required.

**Desirable Requirements:** Currently enrolled in an ABET 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
Job # S5000 – Student Intern, Engineering Services Group, Bay Delta Program

Under the direction of the Bay Delta Manager and engineers, will assist the engineering team by:

- Preparing engineering calculations and sketches for the various structures.
- Conducting literature review of similar facilities.
- Preparing technical memorandum.
- Attending various meetings with consultants and MWD staff.
- Preparing correspondence for review and approval of the project management team.
- Other tasks as required.

Desirable Requirements: Currently enrolled in an accredited four year B.S. engineering program and have completed at least one year of study. Working knowledge of PCs to include Microsoft Word, Excel, and Power Point. Excellent verbal and written communication skills. Ability to work productively on multiple assignments.

Work Location: Downtown Los Angeles

Job # S6000 – Student Intern, Engineering Services Group, Engineering Systems Planning Unit, Facility Planning Team

Duties: Provide support to project managers involved with the PCCP rehabilitation projects and other facility planning and infrastructure reliability projects. Work activities will be under the direction of an engineer and may include: performing engineering analyses, preparing written reports, conducting research, generating spreadsheets, developing presentation graphics, and document management. Some fieldwork 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 Power Point software. Strong analytical skills, effective verbal and written communication skills, knowledge of water treatment plants and water distribution systems.

Work Location: Downtown Los Angeles