



Orange County Water District Employment Opportunities

CLASSIFICATION: Laboratory Intern (20-25 hours per week)

JOB DESCRIPTION:

Under supervision, the Laboratory Intern performs routine to complex - physical, chemical, and microbiological analysis on water, wastewater, and related samples, with emphasis on glassware prep, wet chemistry, and sample processing support. This position utilizes approved EPA methods, which includes the use of liquid/liquid and/or solid phase extraction techniques. The Laboratory Intern is responsible for general care and upkeep of the laboratory, which requires cleaning and sterilization of laboratory glassware, preparation of reagents, and the maintenance of laboratory chemical & physical inventories. The Laboratory Intern will use computer systems for instrument operation, generation of QA/QC control charts, and LIMS data entry support, and may perform other duties of a similar nature or level, as assigned.

QUALIFICATIONS:

Must be a current bachelor's or graduate degree student with a major emphasis in Chemistry, Biology, or related fields. College undergraduate laboratory experience is required. Ability to read, analyze, and interpret documents such as safety rules, operating & maintenance instructions, and procedure manuals; performs duties in a timely manner with minimal supervision; handles various chemical reagents used in special washing procedures; maintains a neat work area. Knowledge of safety practices and laboratory operational procedures is required.

#1 - Interns must be currently enrolled full time in an accredited bachelor's or graduate degree program related to this field.

#2 - Interns must have at least one year remaining in school. This is not a seasonal internship. Interns work year-round.

(You will not be considered if you do not meet the criteria for both #1 & #2 above.)

Internships are to provide meaningful training and work experience for students pursuing academic studies related to the District's mission and goals. Interns must submit proof of full-time enrollment, class schedules and grades each semester/quarter. Interns are not eligible for employee benefits. Interns are at-will and can be terminated at the discretion of the Department Manager with or without cause and with or without prior notice.

Please attach or include the following documents to your application:

- **Resume**
- **Cover Letter** with your expected graduation date, your hours available to work (Mon-Fri), and an explanation how your schooling relates to this internship.
- **Class Schedule & Unofficial Transcript** showing your current enrollment in a bachelor's or graduate degree program. The document must list your name and school name, current GPA, units, and your current or upcoming class schedule.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical: Positions in this class typically require stooping, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motion. Light Work: Exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Incumbents may be subjected to moving mechanical parts, fumes, odors, dusts, gases, poor ventilation, chemicals, extreme temperatures, and intense noises. Incumbents require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; push, pull, lift, and/or carry light amounts of weight; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Hourly Rate: Undergraduate: \$17 per hour & Graduate: \$20 per hour

You must submit an OCWD online employment application to be considered. Please visit www.ocwd.com to complete an application. Candidates given an offer of employment will be required to pass a medical examination and background check. A valid California driver's license and proof of automobile insurance is required. Applications will be accepted until a sufficient number apply. EOE