



Orange County Water District Hydrogeology Intern

SALARY	\$17.00 - \$20.00 Hourly	LOCATION	Fountain Valley, CA
JOB TYPE	Internship	JOB NUMBER	2024-00013
DEPARTMENT	Hydrogeology	OPENING DATE	04/16/2024
CLOSING DATE	5/7/2024 4:00 PM Pacific	FLSA	Non-Exempt
BARGAINING UNIT	Non-Represented		

Description

Hydrogeology Intern (20-25 hours per week. Mon - Fri)

The Hydrogeology Intern assists Hydrogeologists, Engineers, and GIS/Database Analysts in the Orange County Water District's (OCWD) Hydrogeology Department. Responsibilities of this position include:

- Measuring weekly, monthly, and quarterly water levels; installing, downloading, and maintaining pressure transducers (data loggers); digitizing geophysical logs and geologic cross-sections.
- Reviewing and approving groundwater quality data, creating and updating water level hydrographs, and maintaining and cleaning field equipment and vehicles.
- Organizing incoming new well data for entry into the database (coding).
- General clerical work such as document scanning, data entry, and filing.
- Collecting groundwater samples for laboratory analysis.
- Other duties of a similar nature or level may be assigned, as needed.

Typical Qualifications

Current enrollment in a full-time, accredited bachelor's or graduate degree program with an emphasis in Geology, Hydrogeology, Environmental Science, and/or related fields. Basic knowledge of chemistry, fundamental math skills, and ability to work outdoors and indoors. PC literacy, including experience with Microsoft Office suite, especially Word and Excel. Good organizational skills and ability to follow directions. Must have at least one year remaining in school. A valid California Class "C" Driver's License and proof of automobile insurance are required.

Internships intend 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. This is not a seasonal internship. Interns work year-round.

Please attach or include the following documents to your application:

- **Cover Letter** with your expected graduation date, your hours and days available to work (Mon-Fri), and an explanation of 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 balancing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing, and repetitive motion. Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, odors, dusts, extreme temperatures, workspace restrictions, intense noises, and travel. Incumbents require sufficient physical ability to conduct field work; stand or sit for prolonged periods of time; operate field equipment used for well sampling, maintenance, and rehabilitation; push, pull, lift, and/or carry moderate amounts of weight; operate office equipment including use of a computer keyboard; 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.

Supplemental Information

Schedule: We work around the intern's schedule. Working hours are during regular operating hours, Monday to Friday between 7:00 AM - 4:00 PM. This is a part-time internship not to exceed 25 working hours a week. We are looking for interns who can work up to 20-25 hours/week.

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

Candidates given an offer of employment will be required to pass a medical examination and background check. You must submit an OCWD online employment application to be considered. Please visit www.ocwd.com to complete an application. Applications will be accepted until a sufficient number apply. EOE

Agency

Orange County Water District

Address

18700 Ward Street

Fountain Valley, California, 92708

Phone

714-378-3200

Website

<http://www.ocwd.com>