PROGRAM ASSISTANT INTERNSHIP

Posting ID: IN18A2901A

Company Website:
http://www.cleanwaterteam.com

Company: Clark County Water Reclamation

Work Location: Las Vegas, NV

Position Type: Full-Time

Salary:

College Major(s): Civil Engineering (CEE)

College Level(s): Undergraduate-Freshman, Undergraduate-Sophomore, Undergraduate-Junior, Undergraduate-Senior, Graduate Student, PhD. Student

OVERVIEW

Clark County Water reclamation District is recruiting candidates for a program assistant position to perform water quality responsibilities, to conduct industrial and new construction stormwater inspections as per requirements of the Clark County MS4 Permit. We are hiring for the Clark County Water Quality Program. Students will be involved with industrial and construction inspection site inventory, storm water inspections and public outreach

Roles and Responsibilities

1. Use standard office equipment, including a computer, in the course of the work. Should be proficient with Microsoft Office, Word, Excel, PowerPoint, Visio, and Adobe Pro
2. Review and prepare reports
3. Be familiar with the use of internet and Google Maps
4. Technical Writing
5. Public Speaking
6. Interpret, explain, and enforce provisions of County Codes, applicable laws and regulations, and other policies
7. Address Telephone and email inquiries regarding County and local governmental ordinances
8. Prepare a variety of written communications, including emails, correspondence, etc.
9. Conduct field investigations and inspections
10. Prepare and provide PowerPoint presentations
11. Attend outreach and education events
12. Answer questions and provide information and assistance to the public in person, telephone, or writing
13. Contribute to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team
Education and Qualifications
Applicants must be enrolled in a two or four year college institution. Some work experience and/or college course work preferably in city, regional, environmental, transportation, planning or engineering fields is preferred.

Preferred Skills
Mobility to work in a typical office setting, use standard office equipment, and ability to drive a motor vehicle in order to attend meetings and inspect development sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some or these physical demands for otherwise qualified individuals who require and request such accommodation.

How to Apply
Submit a cover letter and one page resume to TMcginnis@cleanwaterteam.com and CC: EJuma@cleanwaterteam.com