Paid Internship Opportunity

Engineering Intern
Clark County Water Reclamation District

Posting ID: HCPD-100720-e
Employer Name: Clark County Water Reclamation District
Employer Website: www.cleanwaterteam.com
Internship Job Title: Engineering Intern I, II, III, IV
Internship Location: 5857 E Flamingo Rd, Las Vegas, NV 89122

Salary: $15-$18 an hour depending on class standing &/or internship level. (Note: Paid internships cannot be taken for HON 395 credit)
Required Hours: 10-20 hours a week
Seeking Majors in: Engineering
Class Standing: Freshman, Sophomore, Junior, or Senior

OVERVIEW

The Clark County Water Reclamation District is seeking an Engineering Intern. The Clark County Water Reclamation District is responsible for treating wastewater through a variety of treatment processes that is ultimately discharged back to Lake Mead. The internship program works with students to further their knowledge in a variety of disciplines, including: Engineering, Computer Science, Laboratory (Biology or Chemistry), Geoscience, Earth and Environmental Science, Finance and Accounting. We provide a hands-on experience that allows the interns to utilize their knowledge in practical day-to-day operation of an environmental facility.

Please note: This is an in-person, on-site opportunity. All employees are required to wear masks and practice social distancing per state guidelines during the COVID-19 pandemic.

INTERNSHIP ROLES AND RESPONSIBILITIES

The Engineering Intern will be a part of the Development Services Group. Responsibilities will include those listed below. Training will be provided.

- Attending to customer needs via telephone, email and at the counter
- Processing incoming and outgoing civil plan submittals, monitoring plan discrepancies, updating chain of custody in PIPES
- Processing Final Plan Approval will serve and plan approval letters for projects
- Creating and providing sewer location maps to customers using the District's ARCGIS system
- Verifying refund applications and calculating necessary adjustments based on accepted assets; distributing both external and internal final correspondence and accepted asset documents
- Coordinating preconstruction meetings between District Staff and customers while preparing all meeting documents
- Responding to inspection requests
- Verify Record Drawing with Digital Paper and prepare drawings for storage
- Provide record drawing plans to customers utilizing Digital Paper
- Updating the District’s ARCGIS system with project information including POC’s, hyperlinks and Interlocal Agreements
- Updating standard operating procedures (SOPs) and workflow diagrams
- Accepting and verifying sewer televising submittals for inspection review
- Back-log of development project files (approximately 800) that require scanning into a digital format to be attached into PIPES
REQUIRED SKILLS AND EDUCATION

Honors College student enrolled at UNLV and working towards a degree in one of the fields listed in our application. This prepares the intern to be able to actively participate in the work of their program.

HOW TO APPLY

To apply, please email your resume/CV, unofficial transcripts, and a cover letter to Jeanne Soriano at jsoriano@cleanwaterteam.com. The deadline for submitting application materials is ongoing.

MAIN CONTACT

Jeanne Soriana, Recruiting Analyst, 702-668-8052 or jsoriano@cleanwaterteam.com

PLEASE NOTE:
UNLV AND THE HONORS COLLEGE DO NOT CARRY MEDICAL OR ACCIDENT INSURANCE FOR STUDENT'S PARTICPATION IN INTERNSHIP PROGRAMS.