

INTERNSHIP



OPPORTUNITY

WASTEWATER INTERN - #1946
Public Works Services Department
OPEN UNTIL FILLED (Opened 03/15/10)
15 hours per week
\$15.00/hour

THE POSITION

The City of Redwood City invites you to apply for an internship opportunity in the Public Works Services Department's wastewater section during the Summer, 2010. The department is seeking an intern to start in May/June, 2010, and end approximately August, 2010, for a total of about twelve (12) weeks, with somewhat flexible hours.

The City of Redwood City is a community of just over 75,000 people, located at the mid-point of the San Francisco Peninsula. It is a values-driven organization that is known for its great climate and profound sense of community, and has a reputation as the business and industrial center of the Peninsula. With the current revitalization of the downtown area, including the cinema project and other enhancements within the City, it is an especially exciting time to be a part of this organization.

Duties of the internship vary, and may include, but are not limited to, the following: for the lateral service database: create and manage a database (MS Excel or Access) using handwritten service records; design and generate reports with compiled data. Using lateral service database, develop a work flow chart to distribute educational pamphlets after service has been performed; conduct surveys to understand service level impact and use research to set new performance measures and metric tracking guidelines. For the wastewater outreach program: create and complement a program that focuses on educating the City's wastewater customers.

THE IDEAL CANDIDATE

Will have an interest and/or experience in working with computer programs such as MS Excel, MS Access and MS Power Point; familiarity with GIS, etc.; will have experience in conducting surveys and will embrace the idea that customer service is a priority; is reliable and will have the ability to work positively with team members or others encountered in the wastewater program; and will have an interest in community affairs, local government operations, interacting with the public, and will take ownership of the project.

MINIMUM QUALIFICATIONS

Knowledge of: computer programs such as MS Excel, MS Access, and MS Power Point; familiarity with the internet, conducting research online, and GIS.

Ability to: follow either written or oral instructions; present ideas in a clear and effective manner, both orally and in writing; keep work-related records and prepare simple reports; use initiative and sound independent judgment within established guidelines; establish and maintain effective working relationships with those contacted in the course of work.

A typical way to obtain the knowledge and abilities would be current enrollment in a college degree program or graduation with a degree within six months prior to beginning employment. No specific college degree is required, but coursework in political science or local government operations is helpful. Previous work experience is preferred, but not required.

Interns must be able to work in an office environment; with sustained posture in a seated position for substantial periods of time.

APPLICATION PROCESS

Applications may be obtained in one of the following ways:

1. Apply online at www.calopps.org, Member City: Redwood City
2. Visit our web site @ www.redwoodcity.org to print the application form
3. Call our 24-hour Job Hotline at (650) 780-7292. TDD is available during normal business hours for hearing impaired at: (650) 780-7265
4. Visit the City of Redwood City Department of Human Resources (Monday-Friday, 8am-5pm) at 1017 Middlefield Road, Redwood City, California 94063

Candidates with a disability who may require special assistance in any phase of the application or selection process should advise the Department of Human Resources upon submittal of application.

SELECTION PROCESS

All applications will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job related qualifications. Those most appropriately qualified candidates will be invited to participate in an interview with the Public Works Services Department. *If there is an interest, based on your application and resume, you will be contacted by the Public Works Services Department.*

The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.

The City of Redwood City is proud to be an Equal Opportunity Employer!

BENEFITS

Casual positions do *not* receive benefits.

CITY VALUES

We are an exceptional organization and a leader in the Bay Area. The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

THE CITY OF REDWOOD CITY IS A GREAT PLACE TO WORK!