

Date: May 24, 2013



Helix Water District

7811 University Ave.
La Mesa, CA 91942

Jobs 619.667.6281

Tel 619.466.0585

WWW.HWD.COM

Equal Opportunity Employer

COME JOIN OUR TEAM!

Helix Water District is seeking a Engineering Intern

\$13.00/hour

Part-time/No Benefits

To perform and support routine technical engineering tasks in the planning, design and right-of-way sections, including operation of AutoCAD system; reproduce drawings on various reproduction machines; research record drawings; review plans and specifications; water system planning; easement and encroachment research; cost estimation; field work; and perform other related engineering duties as directed.

Qualifications

- Junior or senior standing from an accredited college or university with major course work in engineering, GIS or computer science.
- Knowledge of advanced mathematical concepts including algebra, analytical geometry and trigonometry.
- Knowledge of modern principles and practices of civil engineering.
- Ability to prepare plans and drawings neatly and accurately using AutoCAD software is desirable.
- Knowledge of basic surveying and surveying practices is desirable.
- Ability to plan, coordinate and organize work to meet deadlines.
- Ability to communicate, understand and follow oral and written instructions.
- Ability to work variable hours as required.
- Computer literacy with proficiency in Microsoft Office.
- Ability to read and interpret geographical data and operate GIS system.
- A valid Driver's License and good driving record are required.

Hours & Location of Work

This position is designed for someone who wants to work part-time only. The work schedule will be 16-20 per week, Monday through Friday. This position will not exceed 975 hours per fiscal year (July 1 - June 30).

How to Get an Application/Apply

Online: www.hwd.com

By telephone: (619) 667-6281

In Person: 7811 University Ave, La Mesa

A completed Helix Water District employment application & driving questionnaire are required.

Selection Process

The recruitment process may take approximately 45 days. The applicants who best match the requirements for the position will continue through our recruitment process. Due to the volume of applications we receive, only those applicants continuing in the process will be contacted. The process may include a skills exercise and panel interview(s).

Background Check

The successful candidate will undergo a background check prior to employment which includes an employment reference check, criminal background check, Department of Motor Vehicles record review, and a drug screening. A positive drug test result will disqualify a candidate from employment. The successful candidate will be required to submit proof of legal authorization to work in the United States on the first day of employment.

Assistance for Individuals with Disabilities

HWD does not discriminate on the basis of disability. If you have a disability and need an accommodation to participate in the application, testing or interview process, please notify Human Resources immediately.



Vision Statement

Setting standards of excellence in public service.

Mission Statement

Helix Water District is a progressive industry leader, providing high quality water, through an efficient and reliable system. Our innovative and dedicated employees and Board members maximize human and technological resources, providing superior service to our customers.