

Manchester Utilities Authority Summer Internship Opportunity

General Overview

Manchester Utilities Authority ("MUA") is looking for a motivated college level intern who shares our commitment to preserving and protecting the MUA's water supply infrastructure and making Haledon and North Haledon more sustainable. The internship is a part-time paid position (approximately 20 hours a week for 8 weeks).

This internship opportunity will give a student an in-depth work experience that supports our core functions while also providing a broad overview of our system and its operations. The selected candidate will work closely with the Engineer, MUA Water Operations personnel and with a Board chaired Operations Committee.

Internship Project Description

The selected intern will be involved with the following projects:

- Categorizing water meters for reuse; compile Excel files with findings and facilitate process improvements. The Authority has many meters which were removed from service for testing. Those with satisfactory test results may be reused. They need to be identified, logged and set aside for future reinstallation.
- Review and analysis of water meter records for the purpose of documenting meter testing results.
- Compilation and analysis of quarterly customer flow data for development of trend reporting.
- Maintain documentation of project work.
- Perform other projects as assigned.

Internship Location

1180 High Mountain Road North Haledon, NJ (MUA Office)

Qualifications

- Working knowledge of MS Office; high degree of comfort with Word and Excel (Provide related work samples and be prepared to discuss)
- Must have completed at least one year of college and have a minimum 3.0 GPA
- Environmental or engineering college/work experience
- Good communication and teamwork skills
- Familiarity with project management a plus

We encourage all interested undergraduate students to apply, especially students with engineering or water utility experience.

About the MUA

Manchester Utilities Authority provides potable water to approximately 12,000 residents of Haledon and North Haledon, NJ

Applicants - Please forward cover letter, resume, application and work sample to Denise Wahad, MUA Assistant Secretary, via facsimile to 973-790-4781, email to dwahad@muawater.net or regular mail to 510 Belmont Avenue, Haledon, NJ 07508

*****Applications must be received by June 8th 2017*****

You must be at least 18 years of age

Application Deadline: June 8th, 2017

MANCHESTER UTILITIES AUTHORITY SUMMER INTERNSHIP PROGRAM

Name: Last First Middle County:

Address: City: State: Zip:

E-Mail Address:

Home Telephone: Cell Phone:

Will you be at least 18 years of age by May 1st, 2017? Yes No

Do you possess a Driver's License valid in the United States? Yes No

Where did you learn about this opportunity? Internet School Other

GENDER: Male Female ETHNICITY/RACE: Check the group you are a member of: White (Non Hispanic) Black (Non Hispanic) Hispanic or Latino Asian American Indian or Alaskan Native Native Hawaiian or Pacific Islander Two or more races check all that apply NOTE: This information will be used solely for the purpose of compliance with the Equal Opportunity guidelines and the New Jersey State Affirmative Action Program.

EDUCATION

Table with 4 columns: Name of School, Area of Study, Degree or Certificate, and an empty column. Rows include High School and College.

Languages Spoken:

Other Training Completed: (please list relevant trainings)

Software Skills (Rate Your Familiarity with MS Office: (Low/Medium High) WORD EXCEL ACCESS

Other

EMPLOYMENT HISTORY (Use additional sheets if necessary)

Table with 4 columns: Name and Address of Employer, Telephone #, Dates, Type of Work. Two empty rows.

Date available for employment: / /

Please note that transportation is the responsibility of the applicant.

Do you have an adult criminal record? Yes No If yes, please give details. (Use additional sheets if necessary)