

Manchester Utilities Authority Summer-Fall Paid Internship Opportunity

Application Period: Open now through 9/15/26 or until filled

General Overview:

Manchester Utilities Authority ("MUA") is looking for a motivated college level intern who shares our commitment to preserving and protecting MUA's water supply infrastructure and making Haledon and North Haledon more sustainable. Manchester Municipal Utilities Authority provides potable water to approximately 12,000 residents of Haledon and North Haledon, NJ

The internship is a part-time paid position from approximately July-October 2026 offering approximately 20 hours a week, weekdays in person in Haledon, NJ for 7-8 weeks with flexibility during office hours 8:30-4:30.

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 Utility Authority 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:

- Assist with MUA's meter replacement project including review and update of the MUA's meter database
- Assist with updating customer and owner contact information for improving public communication.
- Assist in the creation of web content such as frequently asked questions and meter communications for customers and offer alternative approaches for representing content on the MUA's website.
- Review and track customer calls, valve exercising, leak repairs, and hydrant flushing and related MUA operations results using excel spreadsheets.
- Assist with coordinating regulatory lead service line inventory mailings and related communications
- Attend various local outreach events in Haledon and North Haledon.
- Perform other projects as assigned.

Internship Location: 510 Belmont Avenue, Haledon, NJ (Haledon Municipal Complex)

Qualifications:

- Working knowledge of MS Office; high degree of comfort with Word and Excel (Provide related samples and be prepared to discuss)
- Working knowledge of ArcGIS and website design.
- 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/recent college grads to apply, especially students with engineering or water utility experience and interests.

Application:

Application materials **must include a cover letter, resume, completed application form and a work sample**. Applications can be submitted electronically to Denise Wahad, MUA Secretary, at info@muawater.net or by regular mail to 510 Belmont Avenue, Haledon NJ 07508.

You must be at least 18
years of age

MANCHESTER UTILITIES
AUTHORITY
SUMMER INTERNSHIP PROGRAM

Name: _____ County: _____
Last First Middle

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

	Name of School	Area of Study	Degree or Certificate
High School			
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)

Name and Address of Employer	Telephone #	Dates	Type of Work

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)

Applicant's criminal conviction record will only be considered to the extent that the conviction is related to the employment sought.

Are you a US Citizen? _____ Yes _____ No

If no, are you able to work in this country? _____ Yes _____ No

I certify that the above information is correct.

Applicant's Signature _____ Date _____

Manchester Utilities Authority is an Equal Opportunity Employer