



Intern II (Under-graduate Intern)

DEPARTMENT: DNRP - Natural Resources & Parks
DIVISION: Wastewater Treatment
SALARY: \$17.52 - \$22.21 Hourly
LOCATION: King Street Center - 201 S Jackson St, Seattle
JOB TYPE: Intern
CLOSING DATE: 03/05/20 11:59 PM

SUMMARY:

The King County Department of Natural Resources and Parks (DNRP), Wastewater Treatment Division (WTD), seeks several full-time summer interns. Assignments will be to one of the following areas, providing experience in the practical application of coursework in a large-scale urban infrastructure system.

- **Climate Change Program**
- **Coal Creek Sewer Upgrade Program**
- **Designer/Drafting**
- **Environmental Services Mitigation and Monitoring Program (updated 1/30/20)**
- **Project Management Unit - Minor Asset Management Plant Projects**
- **Project Program Delivery - Engineering**
- **Puget Sound Nutrient Modeling**
- **Regional Wastewater Services Plan (RWSP) - Reporting Program**
- **WaterWorks Grant Program and Loop® Biosolids**

*Clean Water & Beyond
Be part of the "Utility of the Future"*

WHO MAY APPLY: This position is open to college level students currently enrolled and continuing in the fall of 2020 in full or part-time status at an accredited university/college with coursework in the described areas. Proof of full or part-time enrollment status is required. Most positions require a valid driver's license.

WHERE TO APPLY: Go to <http://www.kingcounty.gov/jobs>

FORMS AND MATERIALS REQUIRED:

Submit a King County application, a copy of recent transcript, and/or a copy of state work study award verification form (if eligible for work study). Do not include or attach any resume or cover letter. Application and supplemental questions (be sure to answer all supplemental questions accurately) available at <http://www.kingcounty.gov/jobs>. Attach documents to on-line application or mail to: WTD-Human Resources, 201 South Jackson St, MS: KSC-NR-0511, Seattle, WA 98104. Application materials must be submitted by the closing date to be considered.

CONTACT: Please contact wtdhr@kingcounty.gov for further details.

WORK SCHEDULE: In most cases, the work schedule will be Monday – Friday, 8-hour days. Positions will report to various King County Wastewater Treatment Division locations. Please see descriptions

below for additional details.

REQUIREMENTS FOR ALL POSITIONS: Dependability, effective communication skills, enthusiasm to learn, willingness and ability to work in a diverse environment. Additional requirements for individual internships are listed below.

PHYSICAL ABILITIES: Some positions require field work with exposure to safety sensitive areas. Positions may require the ability to traverse in rapidly changing construction areas.

DNRP is committed to the principles of **equity and social justice**. We value diverse perspectives and life experiences in our workforce, and are committed to building a culturally diverse and inclusive environment. DNRP strives to provide equitable services to residents and businesses across King County.

To learn more about the Wastewater Treatment Division click on the below links:

<http://www.kingcounty.gov/environment/wtd/About.aspx>

<http://www.kingcounty.gov/environment/wtd/About/Vision.aspx>

Learning Objectives and Descriptions of Internship Opportunities

1. Climate Change Program

Gain experience and conduct research and policy analysis related to climate change, including existing King County policies, other utilities' policies, state and federal agencies' policies, insurance and rating agencies' expectations, and equity implications; review engineering and technical specifications; write reports; conduct in-person and phone interviews; help plan, attend, and actively participate in meetings/workshops.

Requirements:

- Research minded with analytical skills.
- Ability to work independently.
- Excellent verbal and written communications skills.
- Relationship-building/interpersonal skills and interest.
- Flexibility; willingness to learn.
- Comfortable in being in an office-setting most of the time.
- This work will be best performed and of most benefit to a student with a Planning, Climate Change, Public Administration, Policy Studies, Project/Program Management, Administration, Languages, History, or General Research focus.

Location: King Street Center-201 South Jackson Street, Seattle, WA.

2. Coal Creek Sewer Upgrade Program

Intern will gain knowledge of and experience with community outreach practices; learn and develop skills in event planning and communications, likely to include creative content planning, script writing, and videography to create professional quality, mission-based video content. Intern will spend about half the internship hours working with the team on developing and implementing strategies to improve project accessibility for all populations including those living with disabilities. Deliverables could include educational videos, revised event planning documents and new tactics to make WTD meetings, events, and programs more accessible. The intern will work with Community Services staff to learn about outreach, participating in events, meetings, and programs, and other related duties as they express interest.

Requirements:

- Interest and some experience in personal or impersonal communications for a diverse audience.
- Must be a competent writer.
- Must be committed to creating Equity and Social Justice in workplaces and communities.
- Must have personal experience and/or roots in the disability community.
- Must effectively relate to people with all kinds of disabilities. Competency in American Sign Language is highly desired but not necessary.
- This work will be best performed and of most benefit to a student pursuing studies in Disability Studies, Disability Inclusion/Access, Accessible/Adaptive Recreation, Public Involvement and Communications Studies with emphasis on equitable outreach and accessibility.
- Accommodations will be provided to students with disabilities.

Location: King Street Center-201 South Jackson Street, Seattle, WA and field work.

3. Designer/Drafting

Gain drafting knowledge and experience, working in the Engineering Unit on the CAD Designer Team, within WTD. Utilizing Autodesk softwares (Autocad, Revit, Civil 3D, etc.) to generate design drawings, standard details, and 3D models of Wastewater Facilities. Learn how to use 3D Scanner to generate point clouds of our facilities and utilize these point clouds within CAD Software. Learn about CAD standards and record drawing management. Learn the stages of a capital project workflow and the interaction between project team members.

Requirements:

- Excellent verbal and written communications skills.
- Detail-oriented and self-starter.
- Organizational skills and the ability to meet deadlines.
- Knowledge of Autodesk CAD Softwares (AutoCAD, Revit, Civil 3D, Plant 3D, and/or Recap Pro).
- Basic drafting abilities, 3D modeling, Multi-view Projections, Descriptive Geometry.
- This work will be best performed and of most benefit to a student with an Engineering Design Technology, CAD certificate program, or Engineering degree focus.

Location: King Street Center-201 South Jackson Street, Seattle, WA and field work.

4. Environmental Services Mitigation and Monitoring Program

Learn how to conduct field transects in wetland areas with follow-up evaluations to determine if performance standards have been met at WTD restoration sites. Will also learn how to operate and install water quality sampling equipment in stream/wetland areas and how to evaluate the data using Excel. If time permits, will learn about contents and requirements of monitoring reports and sit in on MCIP project meetings focused on site restoration/mitigation so intern can learn more about project considerations in restoration design.

Requirements:

- Focus of academic studies should be environmental science.
- Basic knowledge of wetland ecology and have taken classes on wetland science/restoration.
- Be able to conduct field work on uneven terrain and in some cases, through dense vegetation. Have basic computer skills (MS Word, Excel, and hopefully SharePoint) and preferably some sampling/data collection experience.
- This work will be best performed and of most benefit to a student pursuing studies in Environmental Science with Wetlands emphasis.

Location: King Street Center-201 South Jackson Street, Seattle, WA and field work.

5. Project Management Unit - Minor Asset Management Plant Projects

Gain practical plant engineering supporting Capital Project Coordinator and Plant Engineers on current and future capital projects. In addition, learn about our King County Portfolio Management Process.

Requirements:

- Excellent verbal and written communication skills.
- Organizational skills and the ability to meet deadlines.
- Ability to work independently and willingness to ask for help and guidance.
- Basic engineering knowledge.
- Basic knowledge and usage of MS Outlook, MS Project and Office suite.
- This work will be best performed and of most benefit to a student pursuing studies in Civil Engineering.

Location: Brightwater Treatment Plant, 22505 WA-9, Woodinville, WA 98072.

6. Project Program Delivery - Engineering

How engineers work and perform their tasks, problem defining and solving, researching, concept and alternatives development, cost estimating, construction observation, preparation of construction documents, review and response to submittals and requests for information. Assist a seasoned engineer in the tasks needed to respond to the needs of the Wastewater Treatment Plant and offsite staff at various facilities.

Requirements:

- Civil engineering design principles.
- Knowledge of Hydraulic modeling and quantity take-off.
- Ability to effectively use Microsoft Office products.
- Organization skills.
- Attention to detail and accuracy.
- A valid Driver's License.
- This work will be best performed and of most benefit to a student with a civil, mechanical, chemical or environmental engineering focus.

Locations: King Street Center-201 South Jackson Street, Seattle, WA and offsite facilities as needed.

7. Puget Sound Nutrient Modeling

Learn how to apply computer models to real-world applications. Learn to model physical and biological/chemical processes in the environment. Simulate nutrients in Puget Sound to evaluate impact of WTD's Wastewater Treatment Plant discharges.

Requirements:

- Successful completion of college courses in environmental processes and chemistry.
- Excellent verbal and written communications skills.
- Detail-oriented and self-starter.
- Organizational skills and the ability to meet deadlines.
- Ability to effectively use Microsoft Office products.
- This work will be best performed and of most benefit to a student with a civil or environmental engineering focus.

Location: King Street Center-201 South Jackson Street, Seattle, WA and offsite facilities as needed.

8. Regional Wastewater Service Plan (RWSP) - Reporting Program

Gain experience and conduct research and analysis related to how well WTD's Strategic Asset Management Plan is projected to reduce sanitary sewer overflows, including reviewing overflow data; reviewing plans; conducting in-person and phone interviews; helping plan, attend, and actively participate in meetings/workshops; visiting construction sites; and writing reports.

Requirements:

- Research minded with analytical skills.
- Ability to work independently.
- Excellent verbal and written communications skills.
- Relationship-building/interpersonal skills and interest.
- Flexibility; willingness to learn.
- Comfortable in being in an office-setting most of the time.
- A valid Driver's License.
- This work will be best performed and of most benefit to a student with a Planning, Civil Engineering, Public Administration, Policy Studies, Project/Program Management, or Administration focus.

Location: King Street Center-201 South Jackson Street, Seattle, WA or offsite facilities as needed.

9. WaterWorks Grant Program and Loop® Biosolids

How water quality topics are addressed through local government programs and communicated with different audiences; developing community partnerships; creating, tracking and communicating performance measures; data management. Data management, communications, and outreach assistance for the WaterWorks Grant Program. For the Biosolids Program: farm tasks at City Soil Farm including planting, invasive control, and harvesting; inventory, document gather, organize, and assist with creating content on urban agriculture biosolids.

Requirements:

- Ability to create documents using Word, Excel and Power Point or similar software applications, ability to learn new software.
- Ability to communicate effectively in writing and verbally.

- Must have good organizational skills and the ability to meet deadlines.
- Ability to work independently and willingness to ask for help and guidance.
- Some field work including weeding, planting, harvesting.
- A valid Driver's License.
- This work will be best performed and of most benefit to a student with an Environmental science/studies, Public Administration, Natural Science or related field.

Location: King Street Center-201 South Jackson Street, Seattle, WA and offsite facilities as needed.

For more information regarding this recruitment, please contact:

Rodney O. Dungo
Human Resource Analyst
rdungo@kingcounty.gov



King county and the Wastewater Treatment Division (WTD) values diverse perspectives and life experience and encourage people of all backgrounds to apply, including people of color, women, people with disabilities, and veterans.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kingcounty.gov/>

Job #2020-11256
INTERN II (UNDER-GRADUATE INTERN)
RD

King County Administration Bldg.
500 4th Ave. Rm. 553
Seattle, WA 98104
206-477-3404

rdungo@kingcounty.gov

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Intern II (Under-graduate Intern) Supplemental Questionnaire

- * 1. Are you currently a full or part-time student enrolled at an accredited high school / college / university, and will you continue to be in a full or part-time college student status after the summer?
 - Graduating High School 2020, enrolled in College Fall 2020
 - Yes, Currently in College, Freshmen Status
 - Yes, Currently in College, Sophomore Status
 - Yes, Currently in College, Junior Status
 - Yes, Currently in College, Senior Status
 - Yes, Currently in College, Graduate Program
- * 2. Which best describes your field of study?
 - High School - College Prep Track
 - Accounting
 - Business
 - Communications
 - Construction Management
 - Education
 - Engineering
 - Environmental / Water Quality
 - Finance
 - IT
 - Media
 - Project Management
 - Regulatory

- Sciences
- Trades
- Other

3. If you answered Other, please identify your field of study.

* 4. Some positions require travel to locations throughout King County. Do you have a valid driver's license or the ability to travel around the county in a timely manner?

- Yes No

* 5. How would an internship with King County Wastewater Treatment Division benefit your education and career goals?

* 6. Have you attached a copy of your recent transcript? (Unofficial is acceptable). If applicable, a work study authorization.

- Yes No

* 7. Please check the internship positions for which you would like to apply. Please keep in mind the requirements and study areas for each position and select only those position which you believe you are qualified for and would like to be considered.

- Climate Change Program
- Coal Creek Sewer Upgrade Program
- Designer/Drafting
- Environmental Services Mitigation and Monitoring Program
- Project Management Unit - Minor Asset Management Plant Projects
- Project Program Delivery - Engineering
- Puget Sound Nutrient Modeling
- Regional Wastewater Services Plan (RWSP) - Reporting Program
- WaterWorks Grant Program and Loop® Biosolids

* 8. I certify that the statements made by me on the application and supplemental questions are, to the best of my knowledge, true, complete and correct. I understand that any misrepresentation or material omission of fact on this or any other document required by King County may constitute grounds for rejection, or if employed by King County, for disciplinary measures, including dismissal.

- Yes No

* Required Question