

# 2022 College Intern - Summer Season

  
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<b>Salary</b> ⓘ	\$17.77 - \$22.53 Hourly	<b>Location</b> ⓘ	Seattle - Regional area, WA
<b>Job Type</b>	Intern	<b>Department</b>	DNRP-Natural Resources & Parks
<b>Job Number</b>	2022-15334	<b>Division</b>	Wastewater Treatment
<b>Closing</b>	3/3/2022 11:59 PM Pacific		

## DESCRIPTION

## BENEFITS

## QUESTIONS

### Summary

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

1. **Comprehensive Planning**
2. **Designer/Drafting**
3. **Director's Office Communications**
4. **Engineering**
  - **Mechanical**
  - **Instrumentation & Control**
5. **Environmental Mitigation & Monitoring Program**
6. **Resource Recovery/Sustainability Program**
7. **WaterWorks Grant Program**
8. **Web Migration/Publishing**

**Who is Eligible:** This position is open to college level students currently enrolled, and/or continuing in the fall of 2022 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.**
- **Employees must reside in WA state and within a reasonable distance to their King County worksite to respond to workplace reporting requirements.**

- Most positions require a valid driver's license.

### **Telecommuting Requirement**

The work associated with this position will be performed by teleworking with some onsite work and meetings. The frequency of onsite work will be informed by business needs. Employees will have access to shared workspaces as needed at various King County facilities. Employees must reside in WA state and within a reasonable distance to their King County worksite to respond to workplace reporting requirements.

Employees will be provided with a County issued laptop and must maintain a workspace with an internet connection (access may be supplemented in some situations) where they can reliably perform work and remain available and responsive during scheduled work hours. Please note that when an employee conducts work that is likely to bring them in contact with another individual, safety precautions are required by the department in alignment with the [Public Health Directive](https://www.kingcounty.gov/depts/health/news/2020/May/11-covid.aspx) (<https://www.kingcounty.gov/depts/health/news/2020/May/11-covid.aspx>) from the Seattle & King County Public Health Officer. King County is doing its part to reduce the spread of COVID-19 and remains committed to reducing our carbon footprint.

King County has a robust collection of [tools and resources](https://kingcounty.gov/audience/employees/emergency-information/Coronavirus.aspx) (<https://kingcounty.gov/audience/employees/emergency-information/Coronavirus.aspx>) to support working remotely. The individual selected for this opportunity will be joining an innovative and progressive team.

**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.

### **Job Duties**

#### **Learning Objectives and Descriptions of Internship Opportunities**

##### **1. Comprehensive Planning**

Gain infrastructure planning knowledge and experience while working with WTD's Comprehensive Planning team. They are responsible for the development of long-term plans, studies and activities that ensure that the WTD has the facilities and capacity to collect and treat wastewater from 34 component agencies in the greater Seattle metropolitan area. This intern will work with a mentor to assess how to meet the wastewater treatment needs of growing communities in King County, learn and grow skills in applying planning principals, policy development and regulatory strategy.

##### **2. Designer/Drafting**

Gain drafting knowledge and experience while working in the CAD Designer Team of WTD's Engineering and Technical Resources (ETR) Unit. Use software (AutoCAD, Revit, Civil 3D, etc.) to generate design drawings, standard details, and 3D models of WTD's wastewater facilities. Learn how to use a 3D scanner to generate point clouds of WTD facilities and utilize these point clouds within CAD Software. Learn CAD standards, record drawing management, the stages of a capital project workflow and the interaction between project team members.

### **3. Director's Office Communications**

Intern will gain knowledge of and experience with how public agencies communicate with other government entities, the public and media. Tasks will include creative content planning, storyboard development, and development of web-based communications content. Deliverables could include social media, blogs, presentations and web content. The intern will work directly with WTD Director's Office communications staff.

### **4. Engineering**

Learn how WTD engineers work and perform problem definition, research, 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 required to respond to the needs of a wastewater treatment plant (WWTP) and work with offsite staff at various facilities.

- **Mechanical**
- **Instrumentation & Control**

### **5. Environmental Mitigation & Monitoring Program**

Learn how to conduct field vegetation transects in wetland areas and perform follow-up evaluations to verify performance standards have been met at WTD restoration sites. Students may also have opportunities to learn how to operate and install water quality sampling equipment in stream/wetland areas and to evaluate the data using Excel. Depending on timing and future COVID meeting protocols, students will be able to attend online or in-person meetings focused on site restoration/mitigation to learn more about project considerations in restoration design. Students will also learn how sampling data is summarized and included in annual monitoring report submittals as required by local, state, and federal agencies.

### **6. Resource Recovery/Sustainability Program**

Gain knowledge and experience related to topics of resource recovery, including sustainability, renewable energy, biosolids, and recycled water. The position will gain an understanding of how a large utility incorporates sustainability and climate considerations into planning, infrastructure, and operations. Improve and gain hands on knowledge and experience in various aspects and platforms of communication, project management-to-completion, strategy, diverse audiences, writing, and tools development for Resource Recovery Section programs (sustainability, energy, biosolids, and recycled water).

### **7. WaterWorks Grant Program**

Learn about WTD's WaterWorks Grant Program, which funds community investments in clean water, by supporting communications and data management tasks. This position expects interns to gather and create web content as well as perform data updates, analysis of metrics and reports. Help develop and share the stories of WTD's 200+ grant funded projects around the County and learn and apply data management skills. Assist with public webinars or similar events as needed.

### **8. Web Migration/Publishing**

Develop web publishing skills using a web content management system (WCMS) and gain experience working in a professional office environment with a project team. This position will specifically assist in the migration and rewriting of agency web content to new templates that are more customer-centric, easier to read, and translated into other languages. WTD staff will provide rewrites of existing content for intern to publish. Some existing content will have minimal changes and the intern would be directed to manage both the rewriting and publishing.

## **Experience, Qualifications, Knowledge, Skills**

### **1. Comprehensive Planning**

#### **Requirements:**

- Focus of academic studies should be environmental science, planning, landscape architecture or engineering.
- Excellent verbal and written communication skills
- Detail-oriented and self-starter
- Organizational skills and the ability to meet deadlines
- Interest in current events, local government, and environmental issues
- Ability to effectively use Microsoft Office products

**Location:** Assumed to be remote telecommute, with occasional site visits at locations that can't be accessed via public transportation.

### **2. Designer/Drafting**

#### **Requirements:**

- Excellent verbal and written communications skills.
- Detail-oriented and self-starter.
- Organizational skills and the ability to meet deadlines.
- Knowledge of Autodesk CAD Software (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:**

Assumed to be remote telecommute, with mandatory site visits and field work at facilities that can't be accessed via public transportation.

### **3. Director's Office Communications**

#### **Requirements:**

- Organizational skills and the ability to meet deadlines.
- Ability to effectively use Microsoft Office products.
- Experience in communicating with diverse audiences.
- Must be comfortable writing and/or editing.
- Focus of academic studies should be public relations, communications or environmental science.

**Location:** Assumed to be remote telecommute, with occasional site visits at locations that can't be accessed via public transportation.

#### **4. Engineering**

##### **Requirements:**

- Ability to effectively use Microsoft Office products.
- Organizational skills with 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, industrial, instrumentation & control, electrical, chemical or environmental engineering focus.
- Specific to Mechanical/Civil Engineers:
  - Mechanical and civil engineering design principles.
  - Knowledge of hydraulic modeling and quantity take-off.
  - Interns will learn various wastewater treatment and side-stream processes, prepare design of pumping and piping components for new and replacement systems.
  - Perform some potable and process water quality sampling, work with standard specifications and details, and develop presentation to staff for the designs the work on.
- Specific to Electrical or Instrumentation & Control (I&C) Engineers:
  - Boolean-type programming language experience.
  - Understanding of chemical process principles.
  - Understanding of fluid mechanics and heat transfer.
  - Understanding of electrical circuits.
  - Knowledge of circuit theory.
  - Knowledge of process control and measurement.

**Locations:** Assumed to be remote telecommute, with mandatory site visits and field work at facilities that can't be accessed via public transportation.

#### **5. Environmental Mitigation & Monitoring Program**

##### **Requirements:**

- Focus of academic studies should be environmental science with basic knowledge of wetland ecology and/or wetland science/restoration.
- Be able to conduct field work on uneven terrain and, in some cases, through dense vegetation.
- Excellent driving skills are essential as the intern will need to use their own vehicle, or a County vehicle if available, to drive to restoration sites due to COVID safety guidelines. Interns will be reimbursed if using their personal vehicle.
- Organizational skills and the ability to meet deadlines.
- Ability to effectively use Microsoft Office products.
- Some native plant identification and sampling/data collection experience is preferred.
- This work will be best performed and of most benefit to a student pursuing Environmental Science with an emphasis on wetlands.

**Location:** Assumed to be remote telecommute, with frequent mandatory site visits and field work at various sites and facilities throughout WTD's service area.

## **6. Resource Recovery/Sustainability Program**

### **Requirements:**

- Excellent verbal and written communication skills.
- Must be comfortable writing and/or editing.
- Ability to work independently.
- Organizational skills and the ability to meet deadlines.
- Flexibility in willingness to learn.
- Ability to effectively use Microsoft Office Products (SharePoint and social media experience a plus).
- Creative problem solving.

**Location:** Assumed to be remote telecommute, with occasional site visits at locations that can't be accessed via public transportation.

## **7. WaterWorks Grant Program**

### **Requirements:**

- Excellent verbal and written communications skills
- Ability to write for broad audiences; appreciation of storytelling; interest in creating compelling content from dry or technical material
- Interest in learning about government grant programs and community partnerships
- Organizational skills, ability to work on several projects simultaneously, track information, and ability to meet deadlines.
- Ability to effectively use Microsoft Office products.
- Ability to learn new database system largely through self-guided learning.
- Focus of academic studies should be environmental science, communications, or related field.

**Location:** Assumed to be remote telecommute, with occasional site visits at locations that can't be accessed via public transportation.

## **8. Web Migration/Publishing**

### **Requirements:**

- Strong written and verbal communications.
- Organizational skills and the ability to meet deadlines.
- Ability to effectively use Microsoft Office and Adobe products.
- Specific software training will be provided but experience and/or familiarity with website development, UX design and photo editing (such as Photoshop) would be preferred.
- Focus of academic studies should be communications.

**Location:** Assumed to be remote telecommute, with occasional site visits at locations that can't be accessed via public transportation.

### **Supplemental Information**

**Application and Selection Process:** Application materials will be screened for clarity, completeness including online application, cover letter and resume, and responsiveness to the list of qualifications, skills, and abilities. The most competitive candidates may be invited to participate in one or more panel interviews. **Applications without the following required materials may not be considered for this position.**

- **King County application**
- **Transcript (college level students currently enrolled, and/or continuing in the fall of 2022 in full or part-time status at an accredited university/college)**
- **Responses to supplemental questions (when applicable)**

**UNION MEMBERSHIP:** This position is non-represented.

**For more information regarding this recruitment, please contact:**

Rodney O. Dungo  
HR Analyst  
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**Forbes recently named King County as one of Washington State's best employers.**

**Together, with leadership and our employees, we're changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference?**

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Guided by our "**[True North \(https://kingcounty.gov/elected/executive/constantine/initiatives/true-north.aspx\)](https://kingcounty.gov/elected/executive/constantine/initiatives/true-north.aspx)**", we are making King County a welcoming community where every person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce that shares and will help advance our guiding principles—we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

### **COVID-19 Vaccination Requirement**

**King County Executive Branch employees are required to be fully vaccinated against COVID-19. If you are the successful candidate for the position you applied for, the County will send you a conditional offer letter.**

As a condition of employment, prior to a final offer of employment, you will be required to:

- submit proof of vaccination, or
- have an approved request for medical or religious exemption and an approved accommodation. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

People are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of a vaccination approved by the Center for Disease Control and Prevention (CDC).

The Executive Branch includes employees in the Executive branch, the Assessor's Office, Elections, the King County Sheriff's Office, and the Executive Office.

**King County is an Equal Employment Opportunity (EEO) Employer**

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

**To Apply**

If you are interested in pursuing this position, please follow the application instructions carefully. If you need this announcement in an alternate language or format, would like to request accommodation or assistance in the application or assessment process or if you have questions please contact your recruiter listed on this job announcement.

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**Agency**

King County

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