



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

Student Youth Intern

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| Group-Section: Various | FLSA Status: Non-Exempt Bargaining Unit: UNREP | Salary Grade: 14 Job Code #: UA18 |
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JOB SUMMARY

This is a summer youth intern position designed to give high school and community college age youth the opportunity to gain practical work experience through training and performing assignments.

OVERSIGHT

Receives direction from a Team, Unit, Section, Assistant Group, or Group Manager.

JOB DUTIES

1. Assists Metropolitan staff with performing a variety of basic tasks which may include, filing, scanning, copying, organizing, compiling and distributing documents, data entry, using and maintain excel spreadsheets and databases, sorting and distributing mail, customer service, project support, answering telephones and taking messages, and other general work.
2. May participate on project teams.
3. Performs other related Summer Youth Intern job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: 16 years of age.

Required Knowledge of: How to work in a team environment.

Required Skills and Abilities to: Understand and follow verbal and written instructions; communicate clearly and concisely, both verbally and in writing; operate hand tools; and establish and maintain effective working relationships with those contacted in the course of work.

Certificates, Licenses And Registrations Requirements

- None

PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such

as paper, books, or small parts; etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements