

Helix Water District's Internship Program Goals

- Provide an enriching experience for the student
- Create an ambassador for Helix and the water industry
- Provide meaningful entry-level work experience
- Provide a temporary work pool at Helix to accomplish entry-level work
- Train future teachers, engineers, and business leaders about the importance of water and water conservation

Perks for Interns

- Attend District events
- Gain experience in field of study
- Use fitness centers
- Use District vehicles for District business
- Participate in professional development opportunities
- Access to recreational discount coupons
- Earn pay and/or credits toward major



For more information on
internship opportunities with
Helix Water District, contact
Human Resources at
(619) 466-0585

Learn more about the
District by visiting
www.hwd.com

Career
opportunities
"Flow"
From an
internship
in water



Helix Water District

www.hwd.com

Public Affairs

Responsibilities (paid position)

- Conduct water treatment plant tours
- Give classroom presentations K-12
- Prepare and distribute high school and pre-school educational kits
- Distribute water conservation bookmarks and other educational materials to schools
- Participate in special events: Kids Fish Free on Earth Day at Lake Jennings, public events, etc.
- Prepare materials for tours and presentations

Responsibilities (unpaid position)

- Archive historical materials
- Scan and produce databases for maps, charts, drawings
- Inventory and make database entries for documents, photographs, negatives
- Restore fragile materials



Helix Provides Experience

- Training to provide in-class presentations and water treatment plant tours
- Appropriate educational materials
- Opportunities for professional growth
- Understanding of special districts
- Experience with Microsoft Office, scanning equipment and software
- Care of archival materials
- Training in conservation techniques
- Use of databases, Photoshop, desktop publishing
- Public speaking skills
- Learn to represent a company to customers

GIS

Responsibilities (paid/unpaid)

- Capture data from legal land-base maps
- Capture facility data and features from engineering drawings and schematics
- Capture data about easements
- Research legacy maps, drawings and schematics to improve the accuracy of GIS data
- Create and print ad-hoc paper maps
- Perform data entry and data cleanup tasks



Helix Provides Experience

- Training to use Smallworld GIS software
- Reading and interpreting engineering drawings and legal maps/descriptions
- Assisting in deciding GIS data model and application enhancements

Human Resources

Responsibilities (paid/unpaid)

- Perform a variety of clerical tasks
- Schedule applicants for testing and interviews
- Check job line and mail out applications
- Attend job fairs
- Distribute job opportunity notices to other agencies
- Track and update information on word processing and spreadsheet programs

Helix Provides Experience

- Observe interview panels
- Attend HR Association luncheon meetings and training workshops
- Observe board meetings
- Observe other Helix departments
- Use Microsoft Office programs
- Attend HR training workshops

Engineering

Responsibilities (paid/unpaid)

- Assisting coordination with fire departments and cities
- Plan checking and as-building for water-related construction
- Deliver and pick up plans, permits, etc.
- Interface with county recorder's office
- Preparation of spreadsheets
- Scanning, archiving, filing
- Assisting survey crews, field investigations: sketches, photos, notes



Helix Provides Experience

- Exposure to a wide scope of engineering work
- Exposure to the workings of a public water district
- Experience with software, equipment, GIS
- Field experience