

**STUDENT ASSISTANT -ENGINEERING AND ARCHITECTURAL SCIENCES-****Salary: \$1,936.00 - \$2,136.00      Date Posted:11/07/06**

<b>Working Title</b>	<b>Position Number</b>
None Specified	804 - 180 - 4871 - xxx

**Location**

DDWEM South Coastal Region

<b>Timebase</b>	<b>Tenure</b>	<b>County</b>
Part Time	Permanent month(s)	

<b>Final Filing Date:</b>	<b>Department Link:</b>
12/01/2006	None Specified

<b>Contact Unit/Address</b>	<b>Contact Name/Phone</b>
	Heather Collins 909-383-4328

***Special Requirements, Job Description & Additional Information***

CURRENT OR FOMER EMPLOYEES IN THIS CLASSIFICATION, THOSE EMPLOYEES WITH LIST OR TRANSFER ELIGIBILITY OR EMPLOYEES DESIGNATED AS SROA/SURPLUS MAY APPLY. SURPLUS APPLICANTS, PLEASE ATTACH A COPY OF YOUR SURPLUS LETTER TO YOUR STATE APPLICATION. The Drinking Water Program is recruiting for an Engineering Student Assistant for the South Coastal Region to be located in one of the four, Southern California district offices - Santa Ana, San Bernardino, or San Diego/Riverside. Compiles and reviews chemical water quality information from water systems and verifies that source chemical data is in the Department's Water Quality Inquiry (WQI) database; tracks bacteriological data, and inputs data into databases and spreadsheets; tracks reporting compliance with deadlines established in letters and permits; assist in developing new spreadsheets and database tools. Composes letters on personal computer to water systems and other state agencies regarding water systems. Assists engineers in the gathering of information on water system facilities necessary to complete engineering evaluation for inspection and permit reports. Assists in field inspection activities such as collecting GPS data for the location of new sources and treatment plants. The Student Assistant must possess a valid driver's license, insurance for private vehicles, a good driving record and be physically able to drive a motorized vehicle to inspection sites. Other duties may include attending meetings, training, reviewing and summarizing technical articles, library research, answering and directing incoming phone calls, and the collection and transport of water quality samples. **If interested and eligible please designate which location(s) that you are interested in being considered for and send your State application and resume to: For the South Coastal locations send to: Heather Collins, P.E. , Drinking Water Program, 464 W. 4th Street, Ste. 437, San Bernardino, CA 92401 Phone: 909-383-4328 Fax: 909-383-4745.** For district office physical locations please follow this Link [://www.dhs.ca.gov/ps/ddwem/technical/dwp/districtofficesmap.pdf](http://www.dhs.ca.gov/ps/ddwem/technical/dwp/districtofficesmap.pdf)