

## PPHCSD INTERNSHIPS

Looking for work experience? Interested in learning more about the exciting industry of water distribution and treatment? Need to hone your office skills or looking for a career change? Then you may be interested in an internship with the Phelan Piñon Hills Community Services District! Ask for an application today!

PHELAN PIÑON HILLS  
COMMUNITY SERVICES DISTRICT

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# Internships



PHELAN PIÑON HILLS  
COMMUNITY  
SERVICES DISTRICT

**Internships...Everyone Wins!**

- Water Treatment and Distribution Internships
- Office Internships
- Parks Internships



Tel: 760-868-1212

# PPHCSD Training and Internship Program (TIP)

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In an effort to provide practical and relevant community services, PPHCSD created a Training and Internship Program to guide, develop, and mentor local interns in the office and in the field as it relates to the water industry, providing valuable work experience and an opportunity that may lead to employment. PPHCSD's TIP will train applicants in the field of water distribution and treatment, public parks operations and maintenance, and in the skills necessary to work in an office environment.



## Internship Position

### Descriptions:

**Water Distribution and Treatment Internship-** This position works under the direct supervision of a certified operator to perform and learn various operations necessary in the water distribution and treatment of a public water system. Examples of duties may include: reading, testing, repairing, replacing, and installing of residential and commercial water meters; assisting operators with the construction of customer service lines; reviewing system plans in reference to meter locations and installation; and digging trenches by hand.



**Parks Internship-** This position works under the supervision of the Park Operations Supervisor to perform and learn various duties associated with the care, maintenance, and operation of a public park. Examples of duties may include: the inspection of playground equipment, restrooms, and the general vicinity of park facilities; the reporting of hazardous conditions to Park Operations Supervisor; the general repair of faucets, toilets, and water lines; assisting in the performance of construction, maintenance, and repair of facilities and structures including those areas adjacent to the parks; and the performance

of daily, weekly, and monthly routine maintenance as required for the operation of parks.



**Office Internship-** This position works under the supervision of the Administrative Services Manager to perform and learn various duties associated with general office tasks as well as specific tasks associated with a utility office. Examples of duties may include: answering telephones, conveying messages, opening and routing incoming mail, receiving and assisting visitors, copying documents, copying data and compiling records and routine reports, filing, writing, typing, and entering information into the computer to prepare correspondence and other documents. Duties may also include the operation of office machines such as a personal computer, mainframe computer, and duplicating machines. Additional tasks: learning about billing processes, customer service, development services, accounts receivable, and accounts payable.