

# Los Angeles City Career Pathways Program



Up to 1,000  
Hours  
@ \$16.90  
an hour

**PAID** Internship Opportunities with the

## LOS ANGELES SANITATION AND ENVIRONMENT DEPARTMENT

### Positions Available

Intern Positions	Division	Brief Description of Duties	Location	Hours
1	Administration Division: <b>Marketing Unit</b>	Photo/video production, basic graphic design, social media design and analytics, effective mass email communications, event planning and promotions, branding, and marketing strategy. Soft skills introduced would include presentation skills, public speaking, office etiquette, interpersonal skills, task prioritization, time management, and problem solving.  <i>Experience or coursework in Marketing, Communications, or Data Analytica is preferred. Bilingual is a plus.</i>	(one day in office, one day remote, Saturdays for composting workshops and other LASAN events )  1149 S. Broadway Street Los Angeles, CA 90015	20 hrs/wk
2	Solid Resources Support Services Division: <b>Community Services</b>	Assist in promoting and supporting all of LASAN's public outreach events; work with the public and other stakeholders such as Office of the Mayor, City Council, other city agencies, state and federal agencies, community groups and environmental organizations.	(will be conducting public outreach events citywide)  1149 S. Broadway Street Los Angeles, CA 90015	20 hrs/wk
2	Solid Resources Support Services Division: <b>Geographic Information</b>	Some responsibilities include but are not limited to: perform entry level GIS work; assist with providing a list of addresses for District Deferred Services (delayed routes), as needed creating maps electronically or hardcopy, and ArcGIS Online (AGOL) technical support as needed.	1149 South Broadway, 5th Floor Los Angeles, CA90015	20 hrs/wk
1	Solid Resources Support Services Division: <b>Facilities Planning</b>	Perform general office work, which may include customer services, basic word processing, data entry, filing and organizing, and related work; assist Engineers with the planning, design, construction, and maintenance of various facilities that support the operations of the Solid Resources and Environmental Quality Programs.	1149 South Broadway, 5th Floor Los Angeles, CA90015	20 hrs/wk
1	Solid Resources Citywide Recycling Division: <b>City Facilities Recycling Program</b>	Assist the City Facilities Recycling Program (CFRP) with the following: timekeeping duties for a crew of 18 staff; administrative duties such as preparing supply orders, graphics request forms, reserve meeting rooms for meeting, and remitting monthly reports to management; program duties such as assisting with coordinating donation drives, checking the donation table in the PWB, package and mail donations to nonprofits, contacting previous donation bin hosts, contacting previous donation drive recipients to confirm their participation in upcoming drives, printing out documents and signage for meetings and events; research products needed for programs, such as tilt trucks, custodial carts	1149 South Broadway, 5th Floor Los Angeles, CA90015	20 hrs/wk

Intern Positions	Division	Brief Description of Duties	Location	Hours
1	Industrial Waste Management Division: <b>Inspection Support Intern Position</b>	Under the general supervision of the Chief/Senior Environmental Compliance inspector, the intern works alongside the Pretreatment staff to help maintain the industrial Pretreatment Program by ensuring compliance with Local Ordinances, and the Federal and State Regulations; assistance with the IWMD inspection and other programs such as Fats, Oils and Grease (FOG), Significant Industrial User (SIU) Local Industrial User (LIU) and LA Industry/Sector Champions program; Assist with collecting wastewater samples when needed. Other duties will include cleaning equipment, vehicles, workspace, washing lab bottles, clerical tasks such as organizing files, creating labels; assisting with monthly billing, and data entry; proficient with Microsoft Word and Excel; skilled in verbal and written communication; must be able to occasionally lift objects up to 75 pounds.	2714 Media Center Drive Los Angeles, CA 90065	20 hrs/wk
1	Wastewater Engineering Services Division: <b>Capacity Assurance Group</b>	Process Sewer Capacity Availability Requests (SCARs) by evaluating the existing sewer system to determine if there is adequate capacity to safely convey sewage from proposed development projects; perform wastewater analysis for California Environmental Quality Act (CEQAs) studies; perform wastewater analysis for sewer ejector requests (SERs); provides direct support, review and recommendations for Third Party Coordination tasks; complete tasks for special projects, i.e. contract management, review and inspected condition assessment of CCTV videos; conduct engineering research related to the proposed construction over easements; resolve/address inquiries that may involve investigation/research, data collection, and/or data analysis; various entry level engineering assignments as needed.	2714 Media Center Drive Los Angeles, CA 90065	20 hrs/wk
1	Wastewater Engineering Services Division: <b>Regulatory Compliance Climate Resiliency Group</b>	Review applications for Sewer Lateral Rebate Program that consists of Closed Circuit Television (CCTV) video and utilizing Navigate LA to view sewer inspection records to ensure sewer permits for lateral repair work is final and approved; conduct engineering research related to climate resiliency and water efficiency (e.g. water conservation, recycled water, greywater systems, on-site water reclamation facilities); assist in outreach and engagement efforts with schools and stakeholders. This involves developing written materials and conducting technical presentations to stakeholders including Execs, LASAN staff, students, Agencies, Neighborhood Councils, and other Environmental Organizations on the City's water and climate resiliency efforts; resolve/address inquiries that may involve investigation/research, data collection, and/or data analysis; assist with implementing Climate Resilience adaptation measures into existing City Capital Improvement Projects (e.g. Pumping Plants and Water Reclamation Plants); various entry level engineering assignments as needed.	2714 Media Center Drive Los Angeles, CA 90065	20 hrs/wk
1	Industrial Waste Management Division: <b>Pollution Prevention and Sustainability Group</b>	The Student Intern will support the Division's public outreach and education activities as they relate to pollution prevention and minimization from industry and residents, alike; assist with work tasks, schedules, and coordination with consultants; assist in the preparation of reports on innovative solutions, case studies and benchmarking related to sustainability and circular economy and conduct related presentations; assist with the Division's interface with Industrial Users and improve customer satisfaction – Mayor's initiative to make Los Angeles the best run City in America; prepare for and assist with meetings, presentations and workshops and effectively communicate City's Pollution Prevention goals, objectives and strategies with other City bureaus and departments, industrial users and stakeholders, and the Board of Public Works.	2714 Media Center Drive Los Angeles, CA 90065	20 hrs/wk
2	Wastewater Engineering Services Division: <b>Condition Assessment Group</b>	Perform Conditions Assessment review and data entry using Microsoft Access and Excel program; research sewer information utilizing Navigate LA; assist engineering research related to City's Sewer Network; assisting in resolving data discrepancies that may involve investigation/research, data collection, and/or data analysis; may assist in implementing NASSCO's CCTV Coding process and procedures; various entry level engineering assignments as needed.	2714 Media Center Drive Los Angeles, CA 90065	20 hrs/wk

Intern Positions	Division	Brief Description of Duties	Location	Hours
1	Donald C Tillman Water Reclamation Plant: <b>Japanese Garden</b>	General office duties; admission support as needed; inventory of original Japanese art pieces including paintings, pottery pieces, relief, antique Japanese furniture; research and recommendations relating to care and preservation of various are pieces and antiques; inventory of slides, photos depicting history of garden in various formats that require transfer to digital formats to properly preserve.	(some Sunday availability required. Some telecommuting available  6100 Woodley Avenue Van Nuys, CA 91406	20 hrs/wk
2	Solid Resources Support Services Division: <b>Special Events</b>	Perform general office work, which may include customer service, basic word processing, data entry, filing and organizing, and related work.	11050 Pendleton St, Sun Valley, CA 91352	20 hrs/wk
2	Solid Resources Support Services Division: <b>Container Warehouse</b>	1)Perform data entry into excel and google docs. 2)Assist with warehouse, perform general maintenance, sort, stack and unstack containers, must be able to lift up to 70 pounds and perform other related duties.	11050 Pendleton St, Sun Valley, CA 91352 6am-2:30pm	20 hrs/wk
1	Environmental Monitoring Division: <b>Los Angeles/Glendale Lab</b>	Under the supervision of the Senior Chemist, intern may analyze wastewater, activated sludge, and biosolid samples collected from the treatment plan, receiving waters, industrial waste, and other related areas. Perform sampling around LA River while operating a small truck. Desired skills include: receiving, and checking integrity of daily samples received from operations; composting of daily legal and process control monitoring samples; packing and sending samples to other labs for analysis; washing and preparing bottles according to stringent method protocol for sample collection; disposal and documentation of used samples; daily logging of equipment temperatures, data entry, and record keeping; assist laboratory technicians with chemical analysis of process control samples; assist with microbiology analysis of samples; preparing regents and chemicals as necessary under guidance of lab staff; and drive truck to LA River location to sample LA River, as needed.	<b>In-Person</b> (may include weekends and holidays)  4900 Colorado Boulevard Los Angeles, CA 90039	20 hrs/wk

<p><b><u>Eligibility Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Must be a student at one of the colleges of the Los Angeles Community College District (LACCD)</li> <li>• Live in the City of Los Angeles</li> <li>• Complete a HIRE LA's Youth Application</li> <li>• Between the Ages 18-25</li> </ul>	<p><b><u>How to Apply:</u></b></p> <ul style="list-style-type: none"> <li>• To apply or for more information <b>scan the QR Code to fill out the Interest Form</b></li> <li>• A submission of a resume to your career coach for review will be required.</li> </ul> <p style="text-align: center;"><b>Candidates are encouraged to apply early !</b></p>
<b>Interviews</b>	<b>Selected Candidates Start Date</b>



[bit.ly/LAPATHWAY](https://bit.ly/LAPATHWAY)