

# Rancho Murieta Community Services District

## *Paid Internship with Field Operations Department*

*Mission Statement – The mission of the Rancho Murieta Community Services District is to take a leadership role in responding to the needs of the residents. The District will deliver superior community services efficiently and professionally at a reasonable cost while responding to and sustaining the enhanced quality of life the community desires*

**Gain valuable work experience to become a certified operator while being paid. \$18/hr.**

### The Organization

**Rancho Murieta Community Services District** (District) provides essential services to an area of 3,500 acres (covering roughly five and a half square miles) located in the beautiful wooded hills of eastern Sacramento County. The approved master plan calls for residential development on 1,920 acres with single-family residences, townhouses, apartments, and manufactured homes for a total of 5,189 units. Current estimates indicate Rancho Murieta has over 2500 households with a population of over 6,000 persons. The community is a balanced blend of both custom and production homes, townhouses, mobile homes, and a thriving retail complex. Also, an airport, office building, fire station, and equestrian center, are located in the District. The District currently maintains over \$43,000,000 in plant, property and equipment assets.



*Aerial view of community from Lookout Hill*

The District acts as the local government, providing the following essential services:

- Water supply collection, treatment, and distribution;
- Wastewater collection, treatment, and reuse;
- Storm drainage collection, disposal, and flood control;
- Security;
- Solid waste collection and disposal.

A combination of taxes and fees fund these services.

The District's affairs are directed and governed by a five-member Board of Directors elected at large by registered voters within the jurisdiction. Policy direction is set by the Board of Directors and administered by the General Manager. The District's General Manager is Tom Hennig, appointed in 2020.

### The Community

Rancho Murieta, California, located 25 miles from downtown Sacramento, (map provided at [www.rmcsd.com](http://www.rmcsd.com)) is nestled below the foothills of the Amador and El Dorado County wine regions. This master planned community has developed steadily for the past 25 years, with an emphasis on preserving an unparalleled quality of life. The community continues to be one of the best-kept secrets in Northern California. The private, gated community of Rancho Murieta offers both privacy and security (provided by the District) and proudly boasts of two championship golf courses at the Rancho Murieta Country Club.

## The Position

### Field Operations Intern

Spend your Internship with our Field Operations Department or Administrative team to get hands-on experience in the Water and/or Wastewater field.

#### We are looking for Interns who meet most criteria listed below:

- Students pursuing a major in Environmental technology, Civil Engineering, Natural Sciences.
- Coursework or experience with GIS, CAD.
- Enjoy being in the field (sunshine, fresh air, gentle breezes, hot summer sun).
- Very proficient Microsoft Office (Word, Outlook, Excel, Sharepoint) skills.

#### During your six-month Internship you could be:

- Gathering Field Data.
- Consolidation of District as-built plans.
- Preparing and scanning maps and Lot files into District's network.
- Assisting staff during the planning, design, construction and post-construction activities.
- Working with SharePoint to build collaboration sites with District staff and Board use.
- Assist certified operators with daily tasks, procedures and Electric Document Management.

### Selection Process

The Rancho Murieta Program is open to students meeting the following criteria:

- Current Enrollment or demonstration of active pursuit of degree.
- Requires GPA of 2.2 or higher.
- Pass a pre-employment screening process to include a fingerprint background check.
- Proof of enrollment will be required prior to starting employment.
- Available to work full-time (40 hours/week) during the six-month internship with limited flexibility.
- Position does not include benefits and is limited up to 900 hours.

### Application Process:

- Completed District **application** for **Intern** position.
- Attach a resume and cover letter (these are helpful and appreciated when reviewing the applications).



*Fish ladders at Granlee Dam*

- If selected for an internship, you will be required to complete a background check and physical.

## **The Compensation**

The compensation for the position will be \$18.00 per hour, paid bi-weekly.

## **To Be Considered**

Interested candidates are strongly encouraged to submit their resume and transcripts, along with a District application which is required.

The District intends to conduct preliminary on-site interviews November 5, 2020 at the District's Office.

Should you have any questions regarding this position, please call Paul Siebensohn [psiebensohn@rmcsd.com](mailto:psiebensohn@rmcsd.com) or Tom Hennig at (916) 354-3700. For further information about the Rancho Murieta Community Services District, visit our website at [www.rancho-murieta-csd.com](http://www.rancho-murieta-csd.com).

*Rancho Murieta Community Services District is an equal employment opportunity employer and encourages all qualified individuals to submit an application for this exceptional career opportunity.*