# Apprenticeship Opportunity

**Position:** OC Environmental Resources Apprentice  
**Organization:** OC Public Works - Environmental Resources  
**Time Period:** Six to twelve months with a maximum of 25 hours per week  
**Salary:** $12.24 - $14.16 per hour  
**Job Location:** OC Public Works Glassell Campus  
OC Environmental Resources Service Area  
2301 N. Glassell St. Orange, CA 92865-2773  

**Description:** Student will work with environmental Scientists and planners on various water resource and water quality monitoring, planning and compliance efforts. Job responsibilities listed below are in no particular order and are dependent upon specific project needs. They may include but are not limited to:

- Assist in regulatory compliance activities related to National Pollutant Discharge Elimination System (NPDES) permits and Total Maximum Daily Loads (TMDLs).
- Water quality data collection and field investigation.
- Water resource planning activities such as preparation of technical reports, presentations, grant applications, correspondences and other policy and technical documents.
- Perform administrative duties including organization and archiving using cloud-based tools.
- Data analysis, visualization and assessment using data processing tools such as Microsoft Excel®, Geographic Information System (GIS), databases, and R studio, etc.
- Participate in meetings and communicate internally and externally.
- Assist in research and coordination on Low Impact Development (LID) monitoring.

**Skills, Training or Qualifications Desired:**

Ideal candidate will have a basic understanding of environmental science and/or engineering principles with strong communication, analytical, and writing skills. In addition, strong interest and proficiency in one or more of the following areas is highly desirable: water quality monitoring, environmental regulatory compliance, NPDES permits, LID and green infrastructure, water resource management, watershed planning, Microsoft Office Suite® (Word, Excel, and PowerPoint), SWMM model, R studio, and GIS. An ideal candidate will be a self-starter, have a can-do attitude, and willing to work independently or as part of a team.

**To Apply:** Submit your unofficial transcript, cover letter and resume to ApprenticeshipProgram@ocpw.ocgov.com. The application will close after positions are filled. Interviews are scheduled concurrently. Therefore, you are encouraged to apply as early as possible. For more information, please contact Vanessa Rooke at (714) 667-1656.
Apprenticeship Program

Student Requirements:

- No minimum units per semester/quarter required
- Student graduation date must be at least 1 year away and enrolled in school during their entire apprenticeship
  - Students not taking summer classes and participating in apprenticeship over the summer are eligible as long as they are enrolled for the fall semester
- Each assignment is at least 6 months (with a possible 6-month extension) – student must be able to commit to the 6-month assignment (not to exceed 25 hours per week)
- Khalid Bazmi will meet with all apprentices; students should be prepared to present a project they worked on during their 6-month apprenticeship

Apprenticeship Opportunity Recruitment:

- Create an Apprenticeship Opportunity Recruitment Flyer – contact Vanessa Rooke in Employee Services (Vanessa.Rooke@ocpw.ocgov.com) to get a flyer template
- Employee Services will send the Service Area Contact résumés and transcripts as they are received (resumes and transcripts will also be uploaded into the Apprenticeship SharePoint site)
- Service Area schedules and conducts interviews with potential candidates
- Select your candidate and let Employee Services know your candidate selection
- Employee Services will let Service Area Contact know what additional documents are required for processing the candidate (http://ocpwhome/OCPW%20Apprenticeship%20Program/Forms/AllItems.aspx)
  - Applicant Release and Waiver (must be signed by the candidate)
  - County of Orange Application (must be signed by the candidate)
  - Employment of Relatives Form (must be signed by the candidate)
  - Extra Help – Staff Aid II – PDQ Template (filled out by Service Area)
  - Résumé (N/A if Employee Services already has a copy)
  - Candidate’s Unofficial Transcripts (N/A if Employee Services already has a copy)
  - ALL DOCUMENTS MUST BE SENT TO EMPLOYEE SERVICES IN ELECTRONIC FORMAT
- After Employee Services receives the required documents, an ePac will be processed for the position request
- Once position is approved by Central HRS, job offer will be done by HRS
- Vanessa Rooke will coordinate start date with Hiring Authority and selected candidate will report to 300 N. Flower Street (Osborne Building) for an Apprenticeship Orientation
- Apprentice will then report to Service Area to begin their assignment
County of Orange/OC Public Works
OC Environmental Resources
2018 Internship Program

http://www.ocpublicworks.com/envres/
What is the Internship Program? OC Environmental Resources (part of the County of Orange/OC Public Works) has intern positions available for this summer and early fall. The positions are offered by its two core business functions: OC Watersheds Program and OC Agricultural Commissioner. Interns will work with environmental scientists and/or agriculture inspectors on a wide range of projects involving water quality, agriculture standards, watershed management, education, policy, and regulatory compliance.

Internship positions are unpaid and require a commitment of at least 2 days a week for a 3-month period. A certificate of completion will be provided at the end of the internship.

Where is it Based? OC Environmental Resource’s main office is located at 2301 N. Glassell Street, Orange, CA 92865. A number of the intern projects will require field activities in different parts of Orange County. For some assignments, interns may be required to operate their own personal vehicle and will receive mileage reimbursement.

Who can apply? College students and recent graduates with a strong interest in environmental and/or agriculture issues are encouraged to apply. Some of the projects may require a strong science background and specialized coursework.

How do I apply? Please review the nine projects on the following pages and determine which one is of most interest to you. You must then submit: 1) a cover letter, clearly identifying your project selection and your reasons and applicable skills for selecting it; and 2) your current resume, to Chris Crompton at Chris.Crompton@ocpw.ocgov.com with the subject line “Summer 2018 Internship Application”. Applications that list more than one project will not be considered.

The application period will close on May 14, 2018 (extended from May 7). As some projects tend to fill up quickly, applicants are encouraged to apply early. The applications will be used as part of the selection process, so please ensure they fully reflect your qualifications and interests. The candidates whose applications best meet the needs of the nine projects will be scheduled for interviews.
Project 1: Agricultural Services
(OC Agricultural Commissioner)

The Agricultural Services Program regulates and enforces plant quarantine, pest exclusion, pest detection, pest management, nursery and seed inspection, agricultural diseases, produce standardization, and certified markets throughout the county. The intern will 1) assist licensed inspectors at parcel facilities to profile packages and inspect for agricultural commodities; 2) help inspectors perform nursery inspections and high risk inspections at various facilities; 3) take on special projects such as updating the Agricultural Commissioner website or other projects as assigned.

An undergraduate or graduate intern is sought with a strong interest in Agricultural Communication.

Project 2: Watershed Management Support
(OC Watersheds Program)

The intern will work with staff responsible for the NPDES environmental education program “H2OC” and for Integrated Regional Water Management (IRWM). H2OC aims to close knowledge gaps and encourage behaviors that keep our stormwater clean and IRWM brings together various water districts, the Orange County Flood Control District, OC Watersheds, and additional stakeholders to plan multi-benefit watershed projects eligible for grant funding.

The intern will assist in: 1) developing public outreach materials and attending events; 2) assisting in the expansion of our college ambassador program; 3) participating in the grant planning process of IRWM; and 4) updating web content on GIS story maps.

The intern should have a strong interest and coursework in environmental regulation, policy, and education.

Project 3: Water Quality Monitoring
(OC Watersheds Program)

The internship will involve extensive fieldwork across Orange County working with experienced field staff to implement monitoring programs for the National Pollutant Discharge Elimination System (NPDES) municipal stormwater permits, related environmental compliance programs and special studies.

The intern will: 1) collect and process water quality samples from storm drain outfalls, creeks, channels and coastal sites; 2) perform field tests using a variety of meters and test kits; 3) document results using mobile data collection software/apps; 4) use a laboratory information management system; 5) apply quality assurance/quality control (QA/QC) procedures; and 6) obtain an understanding of the laws and regulations governing surface water quality.

The intern should have a strong interest in fieldwork.

"Working for the OC Environmental Resources gave me the opportunity to work closely with environmental specialists and gain real-world experience in environmental sampling and monitoring. The people here were friendly, helpful, and most of all, passionate about their work."

-Takuma T., Summer 2017

Shukai C., Summer 2016
Project 4: Weights and Measures
(OC Agricultural Commissioner)

The Weights and Measures Program ensures the accuracy of commercial measuring and weighing devices, verifies the quantity of both bulk and packaged commodities, and enforces the quality, advertising and labeling standards for petroleum products.

The intern will 1) interact with office and inspector staff; 2) file, type and use Excel and Word, as well as other programs as needed in a support role; 3) help to test and seal meters in the weights and measures laboratories; and 4) help to perform large capacity scale inspections.

An undergraduate intern major in physical science, biological science, chemical science, agricultural science, mathematics or statistics or other related science major is sought with a strong interest in learning office processes in a regulatory agency.

Project 5: BMP/LID Inventory
(OC Watersheds Program)

The County NPDES Compliance unit implements the NPDES stormwater permit as a Permittee on behalf of County of Orange. It is currently updating an inventory of water quality Best Management Practices (BMPs) throughout OC’s unincorporated areas. Such an evaluation will assist the County in determining whether storm and non-storm flows are being treated to prevent water pollution, as designed.

The intern will assist in 1) collecting field data and logging information into a central database; 2) reviewing water quality documents such as WQMPs; 3) assisting in GIS mapping, database and analysis; and 4) preparing reports, exhibits and presentations as needed.

The intern should have a strong interest in stormwater compliance and water quality. He/she should have training and skills in GIS, be comfortable with fieldwork, and be able to interact with County staffs or consultants.

Project 6: Stormwater Program Support
(OC Watersheds Program)

The Orange County Stormwater Program works to maintain regulatory compliance with 2 area-wide NPDES permits. Staff lead the development, implementation and evaluation of programs to protect and improve the quality of Orange County’s creeks, stream and coastal waters at both watershed and regional scales.

The intern will assist with 1) supporting the program management framework which consists of committees and task forces comprised variously of technical staff, attorneys, public works directors/city engineers, and city managers; 2) preparing the annual regulatory compliance reports; and 3) compiling data.

The intern should have a strong interest and coursework in environmental regulation and policy.
**Project 7 Pesticide Regulation**  
(OC Agricultural Commissioner)

The Pest Management Program regulates environmental and pesticide use that encompasses local enforcement of pesticide use in agricultural and urban environments.

The intern will provide support for Pesticide Use Enforcement in the Agricultural Commissioner Office by 1) assisting with collecting, inputting and correcting pesticide use reports from growers, municipalities and the pest control industry; 2) assisting licensed inspectors in conducting pesticide use inspections; and 3) taking on special projects or other duties as assigned.

An undergraduate intern with an interest in pesticide regulation is desired.

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**Project 8: UCI Permit Support**  
(OC Watersheds Program)

University of California, Irvine (UCI) is a permittee of the State Water Resources Control Board’s Phase II Municipal Separate Storm Sewer System Permit. The Permit prohibits non-stormwater and pollutant discharges from the UCI campus and requires monitoring and reporting. A collaborative effort has been initiated between OC Environmental Resources and UCI to comply with these requirements.

The intern will 1) serve as a liaison between UCI and OC Environmental Resources on the Permit; 2) assist in the monitoring program development; and 3) conduct fieldwork as needed.

A UCI student majoring in environmental engineering is preferred. The intern should have a strong interest in stormwater science and engineering, and be comfortable with communicating with staff from UCI, OC Environmental Resources and consulting firms.

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**Project 9: Low Impact Development (LID)**  
(OC Watersheds Program)

The OC Public Works Glassell Campus Stormwater Low Impact Development Retrofit Project is a showcase of stormwater quality improvement technologies. This $4.6M project on almost 10 acres was designed to achieve 100% stormwater treatment and 85% retention for the design storm using a series of best management practices including permeable paving, bioswales, and modular wetlands, among others.

The intern will work with experienced staff and a university research team to assess the LID project including 1) monitoring; 2) assessing and documenting maintenance; and 3) performance testing and research. The intern will also be trained to lead tours of the project for visiting groups.

The intern should have a strong interest in practical research and fieldwork and be comfortable talking in front of visiting groups and using equipment and tools.

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“Having the opportunity to take part in an internship at OC Environmental Resource was my most valuable experiences. It broadened my experience and knowledge to help me better prepare for my career in the future.”  
- Shukai C., Summer 2015