



**Peace River  
Manasota**

Regional Water Supply Authority

# **Internship Program Manual**

(Revised February 2021)

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## **Who is the Authority?**

The Peace River Manasota Regional Water Supply Authority is a regional water supplier that provides wholesale drinking water supporting the region's economic growth and quality of life. The Authority provides the platform for its four-member counties to collaboratively plan the region's water needs benefitting from an economy of scale, shared expertise, and environmental stewardship.

Since 1991, the Authority has provided drinking water to more than 900,000 people across Charlotte, DeSoto, Manatee, and Sarasota counties. Every day, the Authority supplies an average of 26 million gallons of water per day (MGD) to its members.

The Authority is comprised of a board of directors and dedicated staff. The Authority's vision is through cooperation and collaboration, the Peace River Manasota Regional Water Supply Authority and its customers shall create, maintain, and expand a sustainable, interconnected regional water supply system. The Authority's mission is to provide the region with a high quality, safe drinking water supply that is reliable, sustainable, and protective of our natural resources now and into the future.

The Authority owns and operates the Peace River Facility located in southwest DeSoto County. The Peace River Facility is a 51 MGD surface water treatment facility utilizing the Peace River as a water source. Water is withdrawn from the Peace River under a withdrawal schedule established by the Southwest Florida Water Management District in a water-use permit issued to the Authority to protect the downstream estuary and Charlotte harbor. The Authority owns and operates an off- stream reservoir system with 6.5 billion gallons of storage and an Aquifer Storage and Recovery (ASR) system consisting of 21 ASR wells.

The Authority currently maintains a network of approximately 70 miles of large diameter transmission pipelines for delivery of treated drinking water to its member governments and customers. The Authority also has interconnect with other water systems: Sarasota County Utilities, City of North Port Utilities, City of Punta Gorda utilities, and Englewood Water District. These interconnect are available to supply water in a natural disaster, equipment maintenance or failure, resource stress, or unforeseen or unplanned increase in water demand.

## **Internship Program Objective**

The Authority's internship program aims to allow students to work with professionals who are dedicated to providing the region with a sufficient, high quality, safe drinking water supply. The Authority's objective is to assist students interested in pursuing careers in the water industry, taking what they have learned in the classroom and applying it in a real-world, professional setting.

## **Internship Program Description**

The internship program is designed for students enrolled in post-secondary educational programs in one of three internship categories; facility operations (laboratory, operations, maintenance, environmental), engineering, and information technology. The internship program is a monitored, meaningful learning experience in which students will have set professional goals and responsibilities to be accomplished throughout the experience mentoring by senior staff.

All Authority interns shall be paid at a rate of \$15.00 per hour. The program is a 12 week summer program conducted from May to August. All intern working schedules will be determined based on Authority and intern needs, and all hours will be during typical business hours of Monday to Friday from 8:00am to 5:00 pm.

All interns must attend a mandatory orientation where company policies, procedures, safety regulations and requirements, overall responsibilities and other pertinent information will be covered.

The intern should be prepared to transport themselves to and from all work sites in a private/personal vehicle.

### ***Recruitment and Selection of Interns***

Recruitment of interns shall be conducted through the Authority's normal recruiting procedures as outlined in Chapter 5.4(3) of the Authority's Personnel Policy. All internship program applicants must be at least 18 years old, eligible to work in the US, be active students with a minimum GPA of 3.0 and have a major course of study related to the function of the internship field applied.

All applicants for internship positions must complete the Authority's internship application, provide proof of academic attendance and GPA, and at least one reference.

The selection of interns shall be conducted through the Authority's standard selection procedures as outlined in Chapter 5.7 of the Authority's Personnel Policy. Applicants shall be ensured equal employment opportunity without regard to race, sex, religion, creed, national origin, age, marital status, disability, or any other protected classification as required by the law. The Authority shall also assure reasonable accommodations for otherwise qualified disabled persons in employment, except as their disability with reasonable accommodation would not permit satisfactory performance of the duties required of an incumbent in the position.

The selection decision shall be impartial, of a practical nature, and be based on intern's academic standing and major course of study. Interviews will be coordinated for applicants that meet minimum requirements.

Interns must pass drug and background checks after being selected for the position. Failure to pass the drug test or background checks will result in the internship offer being rescinded.

### ***Intern & Employer Expectations***

The intent of the Intern and Employer Expectation Acknowledgment Forms is to outline both parties' basic responsibilities. These documents should be completed no later than the end of business on the interns' first day and include standard codes of conduct in addition to the requirements as defined in the Authority Personnel Policy.

### ***Internship Program Feedback***

All interns are required to participate in an exit interview with human resources staff to discuss their experience and to complete an Internship Program Feedback Form at the conclusion of their internship with the Authority. This feedback is important in determining the value of the intern's experience as well as the effectiveness of the mentor(s) and of the internship program

## **Position Overview**

### **Engineering -Water Resources Internship**

Peace River Manasota Regional Water Supply Authority (Authority) works in partnership with our members: Charlotte, DeSoto, Manatee, and Sarasota counties to provide potable water to the region. The Authority's facilities consist of a 51 MGD (million gallons per day) water treatment plant, 21 aquifer storage and recovery wells (ASR), two off-stream reservoirs that collectively hold 6.5 BG (billion gallons) of raw water, and roughly 70 miles of large diameter transmission mains.

### **Essential Functions**

As an Engineering- Water Resources Intern with the Authority, you will have the opportunity to work with a diverse group of professionals who are dedicated to providing the region with a sufficient, high quality, safe drinking water supply. The Authority's objective is to assist engineering students interested in pursuing careers in the water industry by taking what they have learned in the classroom and applying it in a real-world, professional setting.

Interns will be given the opportunity to perform a wide variety of tasks including, but not limited to:

- Assist with research about new water treatment technologies or industry trends
- Help identifying specific permit requirements for agency projects and assist in the compliance of those requirements
- Attend project construction meetings and participate in project site visits to review and update record drawings, report on specific concerns, take photographs and record necessary field data
- Assist in process optimization, problem resolution and/or troubleshooting activities
- Participate in project and budget development meetings, review historic costs and help develop cost estimates.
- Compile data and perform calculations
- Attend internal and external agency project meetings and workshops
- Assist with system modeling tasks
- Other duties as assigned
- Conduct water quality sampling and testing
- Conduct water level and flow monitoring
- Operate and maintain sampling and field test equipment and records test results
- Perform data entry and data processing
- Assist in the preparation of environmental compliance reports for submittal to regulatory agencies
- Perform routine basic field laboratory tests and analysis
- Assist in reviews and interpretation of lab results from outside contract labs

The intern should be prepared to transport themselves to and from all work sites in a private/personal vehicle as work locations may vary.

Interns will work no more than 40 hours per week and be paid \$15.00 per hour for 12 weeks during the summer.

### **Minimum Qualifications**

The engineering internship is offered for any undergraduate student majoring in engineering or environmental science. Students must be currently enrolled in an accredited program and currently attending at least part-time with a 3.0 GPA or greater. Florida Driver's License and proof of U.S. work eligibility required. The Authority is an Equal Opportunity Employer and Drug Free Workplace.

### **ADA REQUIREMENTS**

Physical Abilities: Tasks involve the regular, and at times sustained, performance of moderately physically demanding work, typically involving some combination of climbing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of objects and materials. In addition, you must have the ability to:

- Sit for extended periods.
- Stand for extended periods.
- Bend, twist, squat, kneel, push, pull and exhibit a full range of movement.
- Lift and carry up to 30 pounds.

Sensory Abilities: Some tasks require the ability to perceive and discriminate sounds. Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate depths. Some tasks require the ability to perceive and discriminate odors. Some tasks require visual perception and discrimination.

Environmental Requirements: Tasks may risk exposure to strong and/or toxic chemicals, noise extremes, humidity, dusts, machinery, wetness, and odors, and work outdoors in a wide range of southwest Florida weather conditions, and in typical southwest Florida terrain.

## Internship Application

To be considered for an internship, you should be an active student with a minimum GPA of 3.0 and your major course of study must be related to the major function of the internship you are applying to. All applicants must provide a transcript that reflects their current major, academic standing, GPA & course completion.

Name:	Phone:	Internship Period (Semester/Summer)	
Address:	School attending:	Major:	GPA:
Expected graduation date:	SSN:	DOB:	
Driver License Number:	Are you a U.S. citizen or are you legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Briefly describe why you would like to become an intern at PRMRWSA:			

Expected Internship Goals:

Related Coursework	
List courses completed within your major. Please exclude general education requirements.	

Education					
	Years	School	Location	Major	Degree
High School					
College					
Vocational					
Other					
Certifications:					



<b>Employment History</b> Describe your work experience, beginning with your current or most recent job or job-related volunteer work	
Name of Employer:  Position:  Dates: From: _____ To: _____	Duties or responsibilities:   Reason of Leaving:
Name of Employer:  Position:  Dates: From: _____ To: _____	Duties or responsibilities:   Reason of Leaving:
Name of Employer:  Position:  Dates: From: _____ To: _____	Duties or responsibilities:   Reason of Leaving:

### **References /Letter of Recommendation**

The Authority requires at least one reference to be submitted with the application.

Name	Relationship	Phone Number	Email

### **Certification**

I understand that omissions, falsifications, misstatements, or misrepresentations of the information provided by me may disqualify me for internship consideration. I understand that any information I provide may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff, and other authorized employees of Florida state government for internship purposes. This consent shall continue to be effective during my internship. I understand that applications submitted for state internships are public records except as exempted above. I certify that to the best of my knowledge and belief all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Intern Expectations Acknowledgment Form**

As the student enters the internship program of the Authority, he/she is expected to assume, as much as possible, the role of a regular staff member. The basic responsibilities of every intern include:

1. Adhering to Authority work hours, policies, procedures and rules governing professional staff behavior.
2. Assuming personal and professional responsibilities for his/her actions and activities.
3. Maintaining professional relationships with Authority employees, customers and other contacts.
4. Utilizing a courteous, enthusiastic, open-minded, critical approach to policies and procedures within the profession.
5. Relating and applying knowledge acquired in the academic setting to the Authority.
6. Developing self-awareness in regard to attitudes, values, behavior patterns, and so forth that influence work.
7. Being consistent and punctual in the submission of all work assignments to the supervisor.
8. Assist staff as requested on projects, tasks, and assignments.

### **Signature of Agreement**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Employer Expectations Acknowledgment Form**

It is the responsibility of the employer to provide direct, on-the-job supervision of the student intern which includes the following:

1. Orienting the student intern to the company's structure and operations.
2. Orienting the student intern to the company's policies and procedures regarding appropriate dress, office hours, and applicable leave policies.
3. Providing the student intern with adequate resources necessary to accomplish job objectives.
4. Affording the student intern, the opportunity to identify with the mentor as a professional staff person by jointly participating in meetings, conferences, projects, and other functions as appropriate.
5. Assigning and supervising the completion of tasks and responsibilities that are consistent with the student intern's role in the company.
6. Consulting human resources in the event that the mentor becomes aware of personal, communication or other problems that are disrupting the student intern's learning and performance.
7. Providing regularly scheduled supervisory conferences with the student intern.
8. Submitting an evaluation on the student intern's job performance.

### **Signature of Agreement**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Internship Program Feedback Form

Intern: \_\_\_\_\_ Mentor: \_\_\_\_\_

Program: \_\_\_\_\_ Program Dates: \_\_\_\_\_

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Directions: All interns are required to complete an evaluation of the internship program at the conclusion of their internship. This feedback is important in determining the value of your experience and the effectiveness of your supervisor and of the internship program. Please be as honest and constructive as possible so that the Authority may improve the program.

	<b>Strongly Agree</b>	<b>Somewhat Agree</b>	<b>Somewhat Disagree</b>	<b>Strongly Disagree</b>
<b>My mentor assigned relevant tasks and assignments which allowed me to apply my education and/or coursework.</b>				
<b>My mentor made my responsibilities clear to me.</b>				
<b>My mentor provided regular supervision and assistance.</b>				
<b>My mentor provided regular and helpful feedback regarding my performance</b>				
<b>The internship has enhanced my self-understanding &amp; professional development in meaningful ways.</b>				
<b>I would recommend the Authority Internship Program to others.</b>				

**Comments:**

**What was your favorite experience of the internship and why?**

**What was your least favorite experience of the internship and why?**

**Was the internship a valuable experience in relation to your academic studies? Why or why not?**

**What improvements could the supervisor make in order to make this experience more meaningful and why?**

**What improvements could the Authority make in order to improve and/or enhance the Internship Program?**