



## YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

Invites applications for the position of:

### EXTRA HELP ENGINEERING INTERN

Yolo-Solano Air Quality Management District is an Equal Opportunity Employer

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**Salary Range:** \$20.68 – 25.16 HOURLY

**Department:** ENGINEERING

**Opening Date:** FEBRUARY 4, 2025

**Closing Date:** FEBRUARY 18, 2025

**How to Apply:** Interested individuals must submit a completed YSAQMD application and resume. Please visit our website at <https://www.ysaqmd.org/about-the-district/employment-salaries/> to submit an application. Resumes must be included and not in lieu of the required application materials.

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#### **DEFINITION**

Under the general direction of the Engineering Manager, the District develops talented students through a combination of work experience, training, networking, and exposure to District subject matter experts. Interns whose overall performance achieves the District's expectations, ideally, receive a recommendation for a full-time position after graduation. Student interns may also earn credit hours for their UC Davis internship.

#### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and make reasonable accommodations so that qualified employees can perform the job's essential functions.*

- Review and evaluate permit applications
- Generate air dispersion models
- Conduct health risk assessments for projects
- Evaluate source testing reports
- Compile facility process throughout
- Perform emission calculations
- Review and evaluate applications for the agricultural engine program
- Perform various other related tasks/duties as required

#### **MINIMUM QUALIFICATIONS**

- Must be a college student, attending classes during the regular term (Fall, Spring, and Winter, if applicable)
- Students must be enrolled at a minimum in six-semester units or nine-quarter units for undergraduate students; four-semester units or six-quarter units for graduate students
- Some college experience in an Engineering or related field of acceptable equivalent credits or experience
- Must be effective in working both independently and in a team setting
- Excellent and effective written and verbal communication and analytical skills
- Strong organizational and time management skills

#### **WORK SCHEDULE**

- Internship term: 1 year
- Summer Schedule: 40 hrs/week (Monday – Friday, 7:30 a.m. to 4:00 p.m.)
- School In-Session Schedule: 10 - 15 hrs/week (flexible hours)
- Final schedule to be determined between manager and student intern

#### **SUPPLEMENTAL INFORMATION**

##### **Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over

the telephone. This is primarily a sedentary office classification, although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification include bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information. Employees must be able to lift, carry, push, and pull materials and objects up to 25 pounds.

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**Environmental Elements**

The employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, other departmental representatives, and the general public to explain District policies and provide information.

**FLSA STATUS**

Non-Exempt and Unrepresented