Who We Are

Castro Valley Sanitary District (CVSan) is a small public agency located in the San Francisco Bay Area- East Bay. CVSan employs 22 regular, full-time employees and is governed by five elected Board of Directors. As a California Special District, CVSan has responsibility for the operation and maintenance of the sanitary sewer collection system and the provision of solid waste services within the unincorporated community of Castro Valley. The District also oversees the administration of a refuse collection franchise, the District's 25% interest in a wastewater treatment facility, implementation and administration of State and local mandated recycling programs, as well as District participation in sub-regional wastewater discharge and solid/hazardous waste management agencies. CVSan has a zero-waste goal by the year 2029.

Our Mission Statement

"We protect public health and the environment by providing wastewater and solid waste services."

Why Work for CVSan?

**Employee Recognition**- CVSan is an agency that recognizes its employees as one of its greatest assets. The District has several internal programs that recognize and reward employees for exemplary customer service and commitment to safety.

**Not Your Typical Sanitary Agency**- Being unincorporated, Castro Valley does not have City governance, so CVSan is in the spotlight more often than our counterparts. CVSan staff provide hands-on public education, and participate in several community events.

**Small Agency**– In working for a smaller agency, you will know all of your co-workers on
a first name basis and your contributions will be recognized all the way to the top of the organization. There are opportunities to work and cross-train in other areas of the organization.

**Innovation**– CVSan is an industry leader and utilizes grant funding to support new programs for our community.

**Environmentally Conscious**– CVSan is committed to implementing programs and practices that are environmentally friendly. You will have the satisfaction of knowing that your contribution at CVSan is helping the environment for generations to come.

**The Position**

CVSan is currently recruiting for the position of Engineering Intern. This position is a temporary, full-time position that is expected to last 1,000 hours. As part of the Wastewater Department, Engineering shares the mission of providing conveyance of all wastewater produced within CVSan boundaries to the Oro Loma/Castro Valley Wastewater Treatment Plant in San Lorenzo. The primary means for the Engineering Department to accomplish this mission is by providing technical support to the Collection System Maintenance Department. Additionally, Engineering administers CVSan’s capital improvement projects and programs, such as asset inspections, permitting, and pretreatment mitigations. This intern will support the Engineering department.

**The Typical Duties of the Engineering Intern**

- Support and assist the Engineering department.
- Research special projects.
- Participate in other Department programs and activities.
- Help perform inspections in the field.

**What You Will Need to be Successful**

- Experience in performing general office duties.
- Ability to multitask and stay organized.
- Basic computer efficiency, including familiarity with Word, Excel, and Outlook. Knowledge of GIS is a plus.
- Strong communication skills, both verbal and written.

**What You Will Love About This Job**

- Your contribution will have a direct impact on the community we serve.
• No day will be the same. The projects and work you will perform can vary day to day, month to month.
• You will learn valuable skills and gain hands-on experience that will help prepare you for future employment. In fact, a good number of our employees began their careers at CVSan as interns.
• You will be challenged at work every day and will be recognized for your contributions.
• You will have daily interaction with a variety of stakeholders.

**Education and Experience Requirements**

Must be currently enrolled in or have graduated from a 4-year school in engineering, business, physics, mathematics, or a field related to the work.

A valid California Class C driver’s license and satisfactory driving record is required.

**To apply for this excellent opportunity, submit your cover letter, resume, response to the supplemental questions and CVSan’s application form (download at www.cvsan.org/employmentopps).** Please submit your packet online at www.cvsan.org/employmentopps or alternatively email your application packet to zaneta@cvsan.org.

The testing process may include a phone screening, a panel interview, fingerprints, background screening, and DMV clearance. Only those candidates who have the best combination of qualifications in relation to the requirements of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process. No phone calls, please. CVSan is an Equal Opportunity Employer.