



**WATER RESOURCES INTERNSHIP
PROGRAM**

City of Ocala

Revision Date: 10/30/2017

Table of Contents

Welcome Letter	1
City of Ocala	2
Internship Opportunities	3
General Information	4
Program Overview	5
Criteria for Student Application and Selection	6
Exit Interview	7

Water Resources Internship Program
City of Ocala

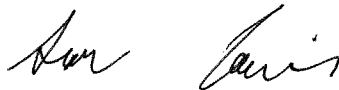
Dear Student:

Thank you for your interest in interning with the City of Ocala Water Resources Department. We acknowledge that as a young professional, you hold the key to the future of your profession. As such, it is imperative that you leave school and enter your chosen profession with the knowledge and skills that will contribute to your success. We recognize our responsibility as working professionals to assist you in gaining practical, on the job experience to supplement the knowledge you have gained in the classroom.

The City of Ocala Water Resources' staff has worked diligently to prepare a quality internship program designed to expose students to all aspects of the department.

We thank you for your interest in our internship program and wish you a long and rewarding career!

Sincerely,

A handwritten signature in black ink, appearing to read "Sean Lanier". The signature is fluid and cursive, with the first name "Sean" and last name "Lanier" clearly distinguishable.

Sean Lanier, PE, CFM
City Engineer/ Director

CITY OF OCALA

Ocala is the County seat of Marion County, Florida (United States). Marion County is well known for its hundreds of thoroughbred horse farms and as such is called the "Horse Capital of the World." The horse farms are situated in attractive rolling green pastures. The area features numerous rivers, lakes and other natural wonders such as nearby Silver Springs, Florida, site of the largest artesian spring group in the United States and Silver Springs State Park. According to the United States Census Bureau 2013, Ocala's population is 57,468 and total area is 38.63 square miles (100.0 km²).

The City of Ocala was founded in 1846. Ocala is derived from the Timucua word "Ocali" which translates to "Big Hammock." In 1881 the railroad arrived in the town and stimulated the economy. About two years later a vast majority of the downtown area was decimated by a fire. The destruction motivated the citizens to rebuild the city with brick, steel and granite. Ocala became known as "The Brick City." The town was a prominent citrus growing area, until the "Big Freeze" occurred in 1894-1895. During the 20th Century Ocala became increasingly popular as a tourist destination.

Conveniently located in North Central Florida, Ocala's can get to either coast; or major metropolitan areas such as Orlando or Tampa in just over an hour.

The City is served by the Ocala International Airport. Ocala Suntran offers bus transportation.

Mission Statement:

The City of Ocala provides fiscally responsible services consistent
with the community's current and future expectations.

Our Core Values:

- ◆ Customer Focus
- ◆ Integrity
- ◆ Responsibility
- ◆ Knowledge
- ◆ Innovation
- ◆ Efficiency
- ◆ Leadership

INTERNSHIP OPPORTUNITIES

The Water Resources intern will report directly to the Water Resources Conservation Coordinator. The purpose of this program is to expose students to a field that they would not otherwise be able to explore. This internship program allows participants to experience the day-to-day activities of the Water Resources Department. The individual selected will gain invaluable experience by working in several divisions within the Department such as Lines Maintenance, Equipment Maintenance, Compliance Monitoring, and Engineering just to name a few. They will have the opportunity to assist with site inspections, site plan reviews, lift station inspections, water plant operations, wastewater plant operations, etc.

GENERAL INFORMATION

The Intern Supervisor

The Water Resources Conservation Coordinator will assist the intern in establishing an outline of the internship program. The Coordinator and intern will meet regularly throughout the Internship Program to evaluate and discuss the student's progress. These discussions will include any changes which need to be made in the outline of the program and issues which the intern might need assistance addressing.

Employment

Interns will receive compensation for the hours worked either hourly pay or monthly stipend. Interns will work 28 hours per week, this may have a range depending on the assignment and educational institution requirements, and will be designated as an unclassified employee, ineligible for benefits.

Transportation

Interns will be expected to provide their own transportation. You can visit our public transportation information online at www.suntran.com . There you can view bus routes, stops, times, and plan your trips. Sun Tran offers two forms of payment methods: Cash and SunGo, the smart card fare payment system.

PROGRAM OVERVIEW

Outline:

- ◆ Applications must be submitted by **April 2, 2018**
- ◆ Interns will be chosen and hired during the beginning of May
- ◆ Selected interns must be able to attend the City Council meeting at 4 pm on Tuesday, June 19, 2018.
- ◆ The program work schedule will start June 4, 2018 and run through August 3, 2018 (contingent on intern's school schedule)
- ◆ Five Junior or Senior High School Students may be hired for each yearly program
- ◆ This is a one-time program per intern
- ◆ The work hours are approximately 6 hours/day, 28 hours a week, with the possibility of a flexible starting time (depending on the interns' school curriculum, and needs of division to which intern is assigned)
- ◆ The proposed hourly rate is \$10.00/hour

Specifics:

1. One (1) intern will be chosen to work in Compliance Monitoring
 - a. One (1) intern will work in the laboratory and learn the following:
 - i. Wet chemistry
 - ii. Microbiology
 - iii. Data entry/chain of custody
 - iv. Site visits – inspect facilities
 - v. Review site plans
 - vi. Collect samples
 - vii. Get an understanding of how industrial affects sewer collection systems and ultimately treatment plants
 - viii. Basic understanding of regulatory requirements and ordinances that the City of Ocala operates under
2. Two (2) interns will be chosen to work in Engineering, one will be assigned to Stormwater Engineering, and the other Traffic Engineering, and learn or enhance skills in the following:
 - a. Understanding of the basics that Water Resources engineering encounter daily
 - b. Basic G.I.S.
 - c. Basic CADD
 - d. Survey
 - e. Mapping
 - f. Design
 - g. Project Meetings
 - i. How to conduct meetings
 - ii. Why do meetings occur

- iii. Status
 - iv. Timelines
 - v. Coordination
3. One (1) intern will be chosen to work in Administration and Operations learning the following:
- a. Budget
 - b. Staffing
 - c. Contract Management
 - d. Succession Planning
 - e. Public Information
 - f. Water and Wastewater Treatment
 - g. Conservation
 - h. Forecasting Growth
 - i. Special Projects
4. One (1) intern will be chosen to work in Water Plant Operations learning the following:
- a. Water Treatment Plant
 - i. City water system
 - ii. Rules and regulation for water treatment
 - iii. Plant treatment process
 - iv. Pumps and motors
 - v. Special Projects
 - b. Water Reclamation Facilities
 - i. City sanitary sewer system
 - ii. Rules and regulation for waste water treatment
 - iii. Collect samples and run lab tests
 - iv. Understand role of microorganisms
 - v. Basic plant controls
 - vi. Dewatering process
 - vii. Special Projects

Eligibility:

To participate in the program the intern must supply documentation to support the following criteria:

- ◆ They must be able to work in the United States; and
- ◆ Demonstrate through the City’s application process that they are currently attending high school.

Program Term(s): Internships are offered on an ongoing basis and can be modified to meet the needs of the student or City of Ocala.

High School Credit: Providing the intern’s educational institution permits, an intern may participate in the program in conjunction with an academic course for which the intern gains academic credit, as a pre-requisite to taking an academic course or as an academic course requirement.

Department Curriculum: A curriculum and a work plan will be developed based upon the students’ needs/interests and in this way, each intern has the benefit of an individualized work plan (hereinafter referred to as “The Plan”) that is jointly developed between the intern and the coordinator.

Internship Contract: If the intern’s academic institution has a standard contract, that contract should be provided to the City of Ocala as soon as possible so that staff can process it for legal review.

SPECIAL ASSIGNMENTS

During the internship, the intern is highly encouraged to attend as many of the following as they have interest:

- ◆ Additional City Council meetings
- ◆ Staff meetings
- ◆ Major meetings related to the area of assignment
- ◆ Water Resources related events or events requested by the Supervisor

CRITERIA FOR STUDENT APPLICATION AND SELECTION

APPLICATION PROCEDURES

Available internship opportunities are shown on our website. Students interested in completing their internship with the City of Ocala Water Resources Department should follow these procedures.

- 1) Contact the Water Resources Conservation Coordinator through a formal business letter, stating the desire to intern with the City. Proposed internship dates, goals & objectives should be included.
- 2) Return the intern program interest forms, high school transcript (or appropriate documentation of high school status), a resume and/or other applicable documents to:

City of Ocala
Rachel Slocumb
Water Resources Conservation Coordinator
1805 NE 30 Ave., Building 600
Ocala, Florida 34470
Phone Number: (352) 351-6772
Fax Number (352) 351-6718
RSlocumb@ocalafl.org

Once the internship opportunity is approved, interns will be required to submit to a physical, drug screen and background check (at the City's expense) prior to employment as scheduled by the City.

AGENCY SELECTION

One of the most important decisions a student will make during their college career is the selection of the organization for their internship. The internship should provide the student with:

- ◆ Realistic professional working experiences in their selected field
- ◆ An opportunity to work with a diversified professional staff
- ◆ A chance to test their knowledge and skills in an actual working environment



City of Ocala
Water Resources
INTERN PROGRAM APPLICATION

Contact Information:

Last Name: _____ First Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ Date of Birth: _____
E-Mail Address: _____

Background

School Presently Attending/Location: _____

Status: Junior Senior

Semester of Interest: Summer

Expected Graduation: _____ G.P.A.: _____

How did you hear about us?

Do you have any physical limitation that should be considered when we plan your internship assignment?

Yes No

Special Placement Request: (Please circle all the activities that interest you)

Compliance Monitoring Engineering Administration/Operations Water Plants

Other Interests: _____

Objectives (What are your long-term career goals in your field) _____

Computer Experience:	None	Novice	Intermediate	Advanced
Microsoft Publisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Power Point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Auto CADD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G.I.S.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When completed, please return to:

Rachel Slocumb
Water Resources Conservation Coordinator
1805 NE 30 Ave., Building 600
Ocala, Florida 34470
Phone Number: (352) 351-6774
Fax Number (352) 351-6718
RSlocumb@Ocalafl.org

EXIT INTERVIEW

At the end of the program the Water Resources Conservation Coordinator (or designee) will meet with the intern to gather information of their impressions of the program. The City of Ocala will use this information to assess what aspects of the program should be improved, changed, or remain intact. Moreover, this information is used as a tool for future intern recruitment, retention, and viability for future permanent employment by interns in general. At this time, staff will collect any City assigned equipment and make sure that all required college/university paperwork has been completed.