

Manchester Utilities Authority Summer Internship Opportunity

Application Period: May 5, 2025 – May 30, 2025

General Overview

Manchester Utilities Authority (“MUA”) is looking for a motivated college level intern who shares our commitment to preserving and protecting MUA’s water supply infrastructure and making Haledon and North Haledon more sustainable.

The internship is a part-time paid position (approximately 20 hours a week for 8 weeks).

This internship opportunity will give a student an in-depth work experience that supports our core functions while also providing a broad overview of our Utility Authority and its operations. The selected candidate will work closely with the Engineer, MUA Water Operations personnel and with a Board chaired Operations Committee.

Internship Project Description

The selected intern will be involved with the following projects:

- Review and update, as needed, the MUA’s customer and owner contact information based upon service line inventory survey responses and returned public notice mailings.
- Assist in the creation of a frequently asked questions webpage for lead communication to customers on the MUA’s website.
- Conduct door knocking surveying to confirm lead or galvanized services.
- Review and track valve exercising, leak repairs, and hydrant flushing results using excel spreadsheets.
- Attend various local outreach events in Haledon and North Haledon.
- Perform other projects as assigned.

Internship Location

1180 High Mountain Road North Haledon, NJ (MUA Office) and 510 Belmont Avenue, Haledon, NJ (Haledon Municipal Complex)

Qualifications

- Working knowledge of MS Office; high degree of comfort with Word and Excel (Provide related work samples and be prepared to discuss)
- Must have completed at least one year of college and have a minimum 3.0 GPA
- Environmental or engineering college/work experience
- Good communication and teamwork skills
- Familiarly with project management a plus

We encourage all interested undergraduate students to apply, especially students with engineering or water utility experience.

About the MUA

Manchester Municipal Utilities Authority provides potable water to approximately 12,000 residents of Haledon and North Haledon, NJ

Application:

Application materials must include a cover letter, resume, completed application form and a work sample. Applications can be submitted electronically to Denise Wahad, MUA Secretary, at dwahad@muawater.net or by regular mail to 510 Belmont Avenue, Haledon NJ 07508.

APPLICATIONS MUST BE RECEIVED BY MAY 30, 2025

Manchester Utilities Authority is an Equal Opportunity Employer

You must be at least 18 years of age

Application Deadline: May 26, 2025

MANCHESTER UTILITIES AUTHORITY SUMMER INTERNSHIP PROGRAM

Name: Last First Middle County:

Address: City: State: Zip:

E-Mail Address:

Home Telephone: Cell Phone:

Will you be at least 18 years of age by May 1st, 2017? Yes No

Do you possess a Driver's License valid in the United States? Yes No

Where did you learn about this opportunity? Internet School Other

GENDER: Male Female ETHNICITY/RACE: Check the group you are a member of: White (Non Hispanic) Black (Non Hispanic) Hispanic or Latino Asian American Indian or Alaskan Native Native Hawaiian or Pacific Islander Two or more races check all that apply NOTE: This information will be used solely for the purpose of compliance with the Equal Opportunity guidelines and the New Jersey State Affirmative Action Program.

EDUCATION

Table with 4 columns: Name of School, Area of Study, Degree or Certificate, and a blank column. Rows include High School and College.

Languages Spoken:

Other Training Completed: (please list relevant trainings)

Software Skills (Rate Your Familiarity with MS Office: (Low/Medium High) WORD EXCEL ACCESS

Other

EMPLOYMENT HISTORY (Use additional sheets if necessary)

Table with 4 columns: Name and Address of Employer, Telephone #, Dates, Type of Work.

Date available for employment: / /

Please note that transportation is the responsibility of the applicant.

Do you have an adult criminal record? Yes No If yes, please give details. (Use additional sheets if necessary)

Applicant's criminal conviction record will only be considered to the extent that the conviction is related to the employment sought.

Are you a US Citizen? Yes No

If no, are you able to work in this country? Yes No

I certify that the above information is correct.

Applicant's Signature Date

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