Philadelphia Water Department, Green Stormwater Infrastructure Implementation
Graduate Internship Opportunities 2021

The Philadelphia Water Department’s (PWD) Green Stormwater Infrastructure (GSI) Planning Group is seeking a highly-qualified student intern to support the implementation of City’s Green City, Clean Waters (GCCW) program. The GSI Planning Group advances the ability of the Department to plan and prioritize GSI projects (i.e. tree trenches, rain gardens, etc.) by identifying and vetting potential GSI locations, developing conceptual level plans, and coordinating the queuing of projects through to the design phase. PWD’s planning approach includes detailed technical analysis, relationship building with implementation partners, and management of project prioritization. Planning work is conducted to identify immediate opportunities and to strategize for long-term implementation needs to ensure the Green City, Clean Waters targets are met. More information can be found at http://www.philadelphiawater.org/gsi/planning-design/.

Position Description
The candidate selected will assist city planners, engineers, landscape designers, and scientists in the group with ongoing efforts to plan, develop, and promote green infrastructure programs; identify, design, and manage green infrastructure projects; and research innovative green stormwater management techniques. Typical tasks and responsibilities include:

▪ Assists staff in collecting and preparing data for potential GSI sites and concept plans
▪ Conduct spatial analysis of potential GSI sites and develop conceptual designs
▪ Assist in program research and development for various GSI programs
▪ Policy, legal, database and peer review research and analysis to inform staff decision-making
▪ Write content, create graphics, and design page layouts for external or internal audiences in coordination with internal staff
▪ Data entry, editing, processing, analysis, and general data management
▪ At times, conduct field work, collects parcel data and searches land and utility records
▪ At times attend meetings with other agencies to document meeting decisions and learn about city planning initiatives

Qualifications
Applicants are required to meet the following minimum requirements:
▪ Must be enrolled as a full-time graduate student; and
▪ Course of study in the following academic departments: Planning, GIS, Urban Design, Landscape Architecture, and/or Environmental Studies; and
▪ Highly-motivated, with strong organizational, written and oral communication skills; and
▪ Demonstrated ability to work effectively in an independent, as well as collaborative, environment; and
▪ Solid computer and software skills, including Microsoft Suite (Office, Excel, Teams, etc.); and
▪ Working knowledge of ESRI’s ArcGIS Desktop application; and
▪ Interest in stormwater management design, green infrastructure, and water resources.

Ideal candidates with the following will be preferred:
▪ Experience related to stormwater management design, green infrastructure, water resources and similar (all experience levels)
▪ Familiarity with hydrology, grading, utility, and site plans
▪ Proficiency of ESRI’s ArcGIS Desktop application.
▪ Adobe Creative Suite applications (InDesign, Illustrator, etc.)
▪ Valid US driver’s license preferred though a personal vehicle is not required.

Application Procedure
Location: 1101 Market St, Philadelphia, PA 19107, (work from home until further notice)
Compensation: $18.19/hour
Schedule: Full-time during summer; potentially part-time during academic year (minimum of 10-15 hours/week)
Dates: Start Date - as soon as possible
▪ End Date - flexible

Please provide a cover letter, resume, a 1-3 page writing sample (preferably showcasing a relevant topic in professional memo format), and design work, if applicable, and submit it via the City’s HR web portal: http://water.phila.gov/jobs/students/
Top 5 things to know about working for the Philadelphia Water Department
The application process will take some time.

Expect **4 main steps** when you apply for a Civil Service position:

- **Apply online**
- **Take the exam**
- **Attend an interview**
- **Receive an offer**

Hiring timeline may vary and can take up to 12 months from application to employment.

After your exam, you’ll be ranked on a list. If you are ranked highly, you’ll be one of the first people called for an interview.

But even still, it can take several months to complete interviews. Don’t get discouraged!

The benefits are worth it.

**Professional development opportunities include:**
- Tuition reimbursement
- Bonuses for professional certifications
- Education advancement
- Leadership opportunities

**Primary benefits package includes:**
- Excellent promotional opportunities
- 11 paid holidays, plus paid vacation, sick and personal days
- Health benefits
- Pension and life insurance
You can help make the city a better place.

“*We love this city, and we want to see it thrive.*”

We provide safe water for residents to drink, supply water for industry, and protect the environment and the region’s water sources. Our staff is notable for its sense of pride in helping the city of Philadelphia grow for the future.

People love working at PWD

Employees enjoy careers of purpose and a potential for growth.

**WHAT IT’S LIKE TO BE A:**

**Wastewater Planner**

Samantha immediately felt a sense of pride and purpose doing work that directly impacted her city, and became fascinated by the intersection of engineering and water resource management.

She enjoys the challenges she faces while working at PWD—being able to work together with her colleagues to figure out solutions.

**WHY HE LOVES BEING A:**

**Design Engineer**

Torin actively participates on PWD work committees to help improve department efforts, and stays engaged in professional and volunteer organizations. As a key member of Philadelphia’s *Engineers Without Borders* group, Torin uses his passion for engineering and service to support the group’s mission.
Philly is the best place to live, work, and play.

Philadelphia offers:
- One of the nation's largest park systems and great outdoor activities
- Great food and excellent restaurants
- Rich cultural experiences including world-class museums & historical sites
- An exciting music scene and world class venues of all sizes
- Excellent continued educational opportunities at local universities and colleges
- World class sports town excitement
- Easy access to the mountains and beach
- Outstanding public transportation

Want to know more?

For more information: 
RecruitPW@phila.gov
water.phila.gov/jobs

See what we’re up to on social media: 
@phillyh2o