

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
- Familiarity 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: _____ County: _____
Last First Middle

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

	Name of School	Area of Study	Degree or Certificate
High School			
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)

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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