Joint Meeting of* Essex *and Union Counties
500 South First Street - Elizabeth, NJ 07202
908-353-1313

Internship Program

Internship Position Overview

The JMEUC is seeking candidates for its **Assistant Project Coordinator and Administration Internship**. This position will assist the full-time Project Coordinator in coordinating tasks related to the JMEUC's capital construction program. Interns will assist the Project Coordinator with contracts, and learn how they are monitored. Interns will also learn how to review change orders for accuracy, and how to inform other Joint Meeting Officers of project details. Through this program, interns will work with multiple departments within the JMEUC - such as ***Mechanical Maintenance***, ***Information Technology***, and ***Electrical Engineering***. This internship will expose the right candidate to all aspects of wastewater treatment, from planning, engineering, and implementation. Interns will assist in multiple phases of important projects, and gain valuable, rounded experience in the process. This position is a great opportunity for someone to learn the functions of a wastewater treatment facility at a macro-level, understanding each of the JMEUC's essential services for local municipalities and having a hand in the many administrative functions that support these services.

Assistant Project Coordinator interns will play a role in the JMEUC's upcoming capital improvement projects. These projects include:

- Installing a new 95-foot spiral guided gas holder cover over one of our Digester tanks, as part of routine rehabilitation to ensure efficiency.
- Removing and replacing all equipment within the JMEUC's #4 Primary Settling Tank.
- Erecting a flood wall around the JMEUC's facility, as part of a flood mitigation measure funded by the Federal Emergency Management Agency.
- Installing a new stormwater pump station to allow the Dewatering Facility site to pump stormwater into the Arthur Kill Strait, reducing flood risk.
- Complete replacement of an out-of-commission elevator within the JMEUC's Digester facility. This elevator will be used to safely convey tools, chemicals, and staff to all three levels of the facility.

This position will last from May to August 2025, and interns are expected to commit to twenty hours of work per week over ten weeks. Interns will be paid $20.00 per hour.

Responsibilities

- Monitor contractors to ensure that they are performing in accordance with the contract requirements with respect to the correct minimum number of workers and minimum wage law requirements.
- Examine all payment requests submitted by contractors as assigned by the Project Manager.
- Review for accuracy all change orders as requested by the Project Coordinator and Project Manager.
- Maintain accurate records with respect to each project undertaken by the Joint Meeting.
- Update and assist the Project Manager, who will make presentations to various Joint Meeting Officers regarding the status of pending Joint Meeting projects.
- Assist other Joint Meeting Departments with projects (such as Mechanical Maintenance, Information Technology, and Electrical Engineering) on an as-needed basis, and as assigned by the Project Manager.
- Report all problems to the Project Coordinator and Project Manager immediately.
- Comply with all safety procedures within the unit at all times.
- Comply with all agency policies, procedures, and rules, written or otherwise, at all times.
- Perform all other duties as assigned and/or required.
- Coordinate with the Project Manager and safety officer and ensure safety procedures within the unit at all times.

Desired Qualifications

- Must be an undergraduate student, graduate student, or recent graduate from a New Jersey institution of higher education or a New Jersey resident receiving education out of the state.
- Must be pursuing or have received a degree in a science or mathematics-related field, such as Engineering, Health Professions, Life Sciences, Math & Physical Sciences, Technologies & Technicians.
- Experience managing a personal schedule.
- Experience collaborating with others on complex projects.

Interested applicants should email a resume and cover letter to Director Hanifa Johnson at hiohnson@imeuc.com.