

# Water Operator Intern

**DEPARTMENT:** Public Works  
**DIVISION:** Water Quality  
**SUPERVISOR:** Water Quality Division Manager  
**FLSA STATUS:** Non-Exempt (overtime eligible)  
**UNION:** No  
**CONFIDENTIAL:** No



## **POSITION SUMMARY**

Performs a variety of internship level technical work in support of water treatment, wastewater collection, and wastewater treatment facilities.

This position will work no more than 40 hours per week at a schedule mutually agreed upon by the Supervisor and the employee. The workday will be limited to 0800-1630 Monday through Friday.

Compensation will be a set hourly rate and no benefits will be offered during the internship.

This internship will last no more than 6 months. Flexible hours.

## **SUPERVISION RECEIVED**

Works under the direct supervision of the Water Quality Manager in matters related to the operation and maintenance of the Water Filtration Facility, the Wastewater Treatment Plant, and sanitary sewer lift stations. All work will be reviewed by supervisor or lead for completion, technical accuracy, consistency, and suitability. Technical guidance and training may be provided by senior staff members as assigned."

## **SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

### **Water Filtration Facility**

- Monitors SCADA system to observe conditions, plant operations, and treatment processes.
- Maintains plant logs and reports and other clerical and administrative duties, as necessary.
- Collects raw water, in-process finished water, and effluent samples for in-house and outside analysis. Assist in preparing samples for shipping to outside laboratory as required, following all specifications for strict chain-of-custody. Learns in-house calibrations and laboratory tests such as pH, chlorine, and turbidity in accordance with established procedures, and maintain appropriate records.
- Assists in performing of all routine maintenance on equipment such as lubrication, oil changes, and belt changes. Performs routine repair work such as disassembly, repair and installation of valves, switches, process instrumentation, motors, and related equipment.
- Performs plant and landscape maintenance duties within scope of ability and with appropriate supervision. This includes inspection, cleaning, and maintenance of tanks; scraping and painting; carpentry; plumbing; various janitorial duties; and mowing and trimming lawns.

### **Wastewater Treatment Plant**

- Monitors the performance of all equipment, gauges, and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains, operates, repairs, and replaces equipment as

necessary, charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.

- Assists in the operation, maintenance, and repairs of malfunctions at the Wastewater Treatment Plant, including gauges, pumps, filters, and other controls and equipment. Performs certain maintenance of the physical grounds and buildings of the Wastewater Treatment Plant and lift stations.
- Collects and tests wastewater samples as requested.
- Repairs machinery and equipment while on a boat or on a float. Required to work from a boat or float in the repair, maintenance, and placement of equipment and to perform water quality sampling and monitoring.
- Operates and maintains sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
- other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- Graduation from a high school or GED.
- Currently enrolled in an undergraduate or Certificate program in Water /Wastewater operator.
- The ability to learn the use of equipment, materials, methods, and procedures used in the Water Quality Division.
- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- The ability to learn the use of equipment, materials, methods, and procedures used in the Wastewater Treatment Plant and Water Filtration Facility maintenance and operation activities.
- Skill in operation of some of the listed tools and equipment.
- Ability to perform process control calculations; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public.
- Ability to understand and carry out written and oral instructions.

### **SPECIAL REQUIREMENTS**

- Must possess a valid State driver's license or ability to obtain prior to employment.

### **TOOLS AND EQUIPMENT USED**

In addition to computer and all specialized plant equipment, operate forklift and pickup truck, and overhead chain hoist. To the extent of ability, use a variety of hand tools such as saws, drills, wrenches, shovels, etc., and power tools such as cutting torches, drill and bench presses, grinders, drills, and a variety of saws, including electric, chain, reciprocating, table, and jigsaw.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

1. **Physical Demands:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stop, kneel, crouch or crawl, and smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

Capacity for sustained attention to functioning machinery and equipment. Good sensory perception to monitor plant machinery and operations visually, audibly, by smell, and by touch (for temperature and vibration) on an ongoing basis. Ability to wear all required safety and protective gear and equipment.

- 2. **Vision:** Vision sufficient to read small print, computer screens and other printed documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision, depth perception and the ability to adjust focus.
- 3. **Mobility:** Incumbents require sufficient mobility to work in an office setting and operate office equipment. Some outdoor work is required to inspect various developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- 4. **Environment:** Depending on the task being performed, the environment may be a wet, muddy, dark, cold, confined space, requiring protective gear and special training in basic confined space procedures; various areas of the treatment plant and intake station, subject to hot, noisy, wet, or slippery conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic chemicals, and risk of electrical shock. The noise level in the work environment is moderate to loud. Must handle hazardous material such as chlorine caustic soda, on a regular basis. At times work is performed outside in all kinds of weather conditions.
- 5. **Working Conditions:**  
Position has normal business hours.
- 6. **Resource Accountability:**  
Responsibility for the proper care of City equipment.

**EMPLOYEE ACKNOWLEDGEMENT**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**ACKNOWLEDGEMENT**

I acknowledge that I have received a copy of the Engineering Intern job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_