



JOB DESCRIPTION

INTERNSHIP (Operations)

Date: February 1, 2023

Reports to: Water Distribution Supervisor and/or Water Treatment & Supply Supervisor

FLSA: Non- Exempt

Salary Range: Intern

DEFINITION

Under general direction of the Water Distribution Supervisor and/or Water Treatment & Supply Supervisor, performs a variety of tasks in the operation, maintenance, and distribution systems and facilities. Work may include, but is not limited to, reading of meters; maintenance and repair of valves, mains, and meters; the installation of water lines and meters; the maintenance and operation of water storage and production facilities; and handling customer service inquiries.

EXAMPLES OF ESSENTIAL DUTIES

The following are duties performed by employees in this class. Duties listed are not meant to be all-inclusive. Other duties may be required as assigned.

- Assists with the installation, testing, and repair of meters.
- Assists with the repair of meter services such as gate valves, meter connections, angle stops, service pipes, and corporation stops.
- Cleans weeds and bushes and trims trees on meter services.
- Assists with a variety of maintenance and repair on water distribution systems
- May contact customers regarding high bills and field test meters.
- May check on customer complaints regarding low pressure, high pressure, and water quality.
- Assists with field work involving positive displacement, turbine, flow, and compound meters.
- Assists with cleaning dead-end lines by discharging water until no apparent odor, taste, or color exists.
- Assists with performing leak tests to locate leaks in service lines.
- Assists with shutting services off, seals services, and/or removes meters, as directed.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- May collect water quality samples for laboratory testing.
- Assists with shutting down main lines in emergencies.

- Distributes customer notices.

OTHER DUTIES

- Performs related duties as assigned.

JOB STANDARDS / SPECIFICATIONS

Knowledge of:

- Basic mathematics.
- Basic practices, materials and equipment used in water systems installation, maintenance and repairs.
- Appropriate use of tools, materials, and equipment used in water utility service installation, maintenance, and repair work.
- Correct English usage, spelling, grammar, and punctuation.

Ability to:

- Operate a PC.
- Perform skilled installation, servicing, and repair of meters and service lines.
- Deal tactfully and courteously with the public.
- Perform a variety of basic maintenance work at water treatment plants, pumping stations, and associated facilities.
- Maintain and update plant and maintenance records and logs.
- Communicate clearly and concisely, both orally and in writing.

TYPICAL PHYSICAL ACTIVITIES

- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 65 pounds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Operates District vehicles and various equipment.
- Regularly use a telephone and radio for communication.
- Uses office equipment such as computer terminals and copiers.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

ENVIRONMENTAL FACTORS

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temp: Considerable work time spent in high temperatures.
- Low temp: Considerable work time spent in low temperatures.
- Wetness: More than 10% of the work time getting part or all the body and/or

clothing wet.

- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Dust: Works in or around areas with minor amounts of dust.
- Oil: Some parts of the body come in contact with oil or grease occasionally.
- Irregular or extended work hours: Occasionally required to change working hours.

DESIRABLE QUALIFICATIONS

- Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.
- A typical way to obtain the knowledge and abilities would be:
- Education: High school graduation, or satisfactory equivalent or satisfactory equivalent, preferably supplemented by college level course work in water supply, water treatment or related subjects.

I have reviewed the Job Description for Operations Intern with the General Manager and agree with its contents.

Intern Signature

Date

General Manager Signature

Date

The specific statements shown in each section of this job description are not intended to be all- inclusive. They represent typical elements and criteria necessary to successfully perform the job.