

# HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT

## JOB DESCRIPTION

**CLASSIFICATION:** Seasonal Intern / Co Op Student

**REPORTING RELATIONSHIP:** Director of Operations & Maintenance

**SUPERVISES:** None

**WORK WEEK:** Monday – Friday 6:30AM- 3:00PM

### **DEFINITION AND PURPOSE:**

An employee in this position performs varied work tasks in the daily operation and laboratory function in the wastewater treatment facility. This position will gain exposure and hands on experience in the day to day operations and maintenance of a wastewater treatment facility. The employee is expected to assist full time staff in performing work tasks and projects, and with instruction and training, be able to work independently. All employees in this class are subject to drug and alcohol testing as required by law.

### **ESSENTIAL DUTIES:**

- Assists lab staff with sample collection, compliance testing, process control analysis, cleaning of glassware, and related lab functions that drive the wastewater process or demonstrate compliance with NPDES discharge permit
- Assists maintenance and operations staff with preventative work orders and corrective repairs
- Performs building maintenance including cleaning of buildings and/or equipment including walls, floors, doorways and windows
- Operates manual and powered grounds keeping equipment at HOVMSD facilities  
Dispenses fuel and lubricants, checks and adjusts tire pressure, of grounds keeping equipment
- Prepares surfaces and performs remedial painting duties on walls, floors, buildings and equipment
- Assists full time staff with plant projects
- Performs housekeeping and groundskeeping duties as assigned

### **OTHER DUTIES:**

- Documents HOVMSD employment experience and drafts Utility internship report
- Performs other utility related work as required

### **KNOWLEDGE, SKILL, & ABILITIES**

Basic knowledge in the theory, principles, and practices used in the treatment of wastewater. Must possess the ability to listen, communicate, reason, and follow written and oral instructions.

Must have a basic knowledge of the occupational hazards and standard safe work practices associated with utility operations. Ability to use typical and common office equipment to create documents, electronic mail, data entry, and spread sheets.

## **MINIMUM POSITION QUALIFICATIONS**

**Education:** Preferred candidate would be enrolled in or a recent graduate of a program in Water Resources, Wastewater Treatment, or Water Quality Technician

**Experience:** No prior Utility experience required.

**Certifications/Licenses:** Current and valid driver's license

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

Ability to accurately follow oral and written instructions. Must have the ability to read, comprehend and interpret policies and safety procedures. Basic knowledge of wastewater treatment.

## **PHYSICAL DEMANDS**

**Manual Dexterity:** Position requires good hand-eye coordination and the manual dexterity necessary to operator computer, use hand tools, and operate motorized equipment. Requires vision and hearing requirements of normal ability, or corrected by glasses and/or hearing aids.

**Physical Effort:** A good deal of walking is required both outdoors and indoors in building that are multiple stories. Will be required to stoop, kneel, bend, crouch, grab, twist, push, and pull in performance of some duties. Must regularly lift and/or move up to 50 pounds and be able to be seated or stand for several hours.

**Environmental:** Normal operations and maintenance tasks will demand exposure to the elements at anytime and for extended periods. The employee must be able to use appropriate safety and protective equipment for the work environment. Safety toe shoes/glasses are required to be worn when in the plant.