



ROWLAND WATER DISTRICT

INTERNSHIP

Definition

This 6-month Internship is a paid full-time position where the individual shall work directly with District staff on the operation, maintenance and compliance of the potable and recycled water systems. This opportunity will provide the intern with a practical entry level knowledge base and a hands-on skill set to enable the candidate to seek full-time employment within the water industry.

Examples of Duties – Duties may include, but are not limited to, the following:

- Help general maintenance and repair of potable and recycled water transmission and distribution systems.
- Perform related water system facilities maintenance and repair work as assigned.
- Operate various District vehicles; perform minor truck servicing and general inspections; document and report mechanical and/or other problems.
- Maintain service truck supplies and materials inventory.
- Install barricades and re-route traffic in a safe manner.
- Operate various types of construction equipment including pneumatic jackhammers or similar equipment to remove dirt, concrete or asphalt.
- Maintain accurate records of assignment tasks.
- Collect consumption data on assigned reading routes from commercial, industrial and residential water meters.
- Independently operate automated meter reading system or record water consumption in computerized readers.
- Check operation and repair or replace faulty water meters or meter boxes.
- Repair/replace leaking angle stop valves.
- Remove weeds or similar growth around water meter boxes or related appurtenances.
- Install new water meters and meter boxes.
- As directed, turn delinquent water service connections on or off, physically lock off water service connections, or remove water meters.
- Distribute pertinent customer notifications.
- Perform and document preventive maintenance procedures on water system facilities.
- Assist in collecting and recording water supply and water quality data for mandatory compliance and reporting purposes.

Typical Physical Duties

- Operate various types of District vehicles.
- Operate electric, pneumatic and engine powered equipment.
- Must be able to carry, push, pull, reach and lift equipment and parts weighing up to 50 pounds, occasionally lifting up to 90 pounds may be required.
- Stoop, kneel, crouch, crawl and climb during field and maintenance work.
- Work in inclement weather and in confined environments exposed to heat, dust, noise and dirt.
- Stand and walk for extended time periods.
- Hearing and vision corrected to within normal ranges.

Basic Abilities To:

- Understand and follow oral and written instructions and directions.
- Communicate orally and in writing with supervisors or District staff.
- Perform various levels of physical labor.
- Perform a variety of construction, repair and maintenance tasks.
- Perform duties under routine and emergency conditions; occasionally in inclement or adverse weather conditions.
- Respond to public inquiries and complaints in a tactful, courteous and professional manner.
- Safely operate motor vehicles; safely operate construction equipment typically used in the water industry; and perform service maintenance procedures.
- Anticipate, recognize and manage potential hazards encountered in the course of daily assignments.
- Operate power tools and equipment.
- Promote and maintain cooperative working relationships; work efficiently and safely with others.

Knowledge Gained will cover:

- Construction and maintenance methods, procedures, tools, equipment, supplies and materials associated with water distribution system operations.
- Proper work safety standards.
- Approved traffic safety and delineation practices.
- Safe work practices associated with hazardous environments and materials.
- Proper operation of various types of construction equipment used in the water industry.
- Read, interpret and understand water atlas sheets or construction drawings.

Special Requirements

Possession of a valid California Driver's License (Class C) issued by the State Department of Motor Vehicles. Proof of a good driving record free of multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile liability insurance rates.

Special Requirements (continued)

Required to pass a physical examination which includes an initial drug screening with subsequent random fit-to-work evaluations. The District will also conduct a comprehensive pre-employment background investigation.

Desirable Education and Experience

High school diploma or equivalent. One (1) year experience in operating and maintaining complex water systems. Any combination equivalent of experience and education that could likely provide the required knowledge and abilities would be qualifying.

Fair Labor Standards Act

For the purposes of the Fair Labor Standards Act, this position shall be considered a General Employee Unit, “non-exempt” position.

Equal Opportunity Employer

Rowland Water District is an equal opportunity employer, and does not discriminate in hiring, training, promotion, compensation or terms of employment on the basis of race, religious creed, color, national origin ancestry, physical handicap, medical condition, marital status or sex.

Americans with Disabilities Act

The District will make such reasonable accommodations to enable persons with disabilities to fulfill the requirements of the position in accordance with the Americans with Disabilities Act of 1990.

*Job Descriptions only present a descriptive summary of the range of duties and responsibilities for the specified position. Therefore, Job Descriptions **may not include all** duties performed by individuals holding the position. In addition, job descriptions are intended to outline the **minimum** qualifications necessary for entry into the position and do not necessarily convey the qualifications of incumbents within the position. Job Descriptions shall be periodically reviewed and updated by the General Manager.*