



# **ROWLAND WATER DISTRICT**

## **MAINTENANCE AND OPERATION INTERNSHIP**

### **DEFINITION**

This 6-month Internship is a paid 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 employment within the water industry.

### **EXAMPLE OF DUTIES**

- 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.

## **EDUCATION AND EXPERIENCE**

High school diploma or equivalent. Completion of a water course-either online or in a classroom setting.

## CERTIFICATION

Certification as State of California, Division of Drinking Water, **Grade D1** Water Distribution Operator.

## 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.

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.

*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.*

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**I have reviewed this Job Description with my Supervisor and agree with its contents.**

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Employee Signature

Date

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Supervisor Signature

Date