



ROWLAND WATER DISTRICT

MAINTENANCE AND OPERATION INTERNSHIP

DEFINITION

This 6-month contractual 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. This position reports to the Compliance and Safety Manager.

ORGANIZATIONAL PURPOSE

We are devoted to caring for our neighbors and our future.

EXAMPLE OF 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.

- Assist in the general maintenance and repair of potable and recycled water transmission and distribution systems.
- Perform related maintenance and repair work on water system facilities as assigned.
- Operate District vehicles; perform minor service and inspections; document and report mechanical or operational issues.
- Maintain inventory of supplies and materials on service trucks.
- Install barricades and safely re-route traffic in work areas.
- Operate construction equipment such as pneumatic jackhammers to remove dirt, concrete, or asphalt.
- Maintain accurate records of work assignments and tasks performed.
- Operate automated meter reading equipment or record data using computerized systems.
- Inspect, repair, or replace faulty water meters and meter boxes.
- Repair or replace leaking angle stop valves.
- Remove weeds or other growth around water meter boxes or related equipment.
- Install new water meters and meter boxes.
- Turn water service connections on or off, lock off delinquent accounts, or remove meters as directed.
- Distribute customer notifications assigned.

- Perform and document preventive maintenance on water system facilities.
- Assist in collecting and recording water supply and quality data for regulatory compliance and reporting.
- Assist Facilities Maintenance Worker with basic janitorial and housekeeping need.

EMPLOYMENT STANDARDS

Ability To:

- Model and live out Rowland Water District organizational purpose.
- Communicate clearly and concisely, both orally and in writing.
- Safely operate District vehicles or similar motorized equipment.
- Safely operate hand and power-driven tools and equipment.
- Perform a variety of construction, repair, and maintenance tasks.
- Perform duties under routine and emergency conditions, occasionally in inclement or adverse weather conditions.
- Deal tactfully and courteously with the public and others in providing information, answering questions, and providing customer service.
- Anticipate, recognize, and manage potential hazards encountered during daily assignments.
- Establish and maintain effective working relationships with District management, co-workers, vendors, and others encountered in the course of work.
- Maintain regular attendance and punctuality.

TYPICAL PHYSICAL DUTIES

- Operate a variety of power hand tools and power-driven equipment such as jackhammers, air compressors, forklifts, backhoes, and service duty trucks.
- Must be able to carry, push, pull, reach, and lift objects, supplies or equipment weighing up to 50 pounds, occasionally lifting to 90 pounds may be required.
- Stoops, kneels, crouches, crawls, and climbs during daily work routine.
- Works for extended periods in inclement weather or in designated confined space environments exposed to noise, dust, and dirt.
- Stands and walks for extended periods.
- Sits for extended periods.
- Hearing and vision corrected within normal range.

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.

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 based on 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 accommodation 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.*