

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

Type: Position Description		Document Number: HR-PROC-	
Title: Treatment Intern		Number of Pages: 2	
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DIVISION: **Operations** **PAY GRADE:** **\$12.12/Hour**

DEPARTMENT: **Treatment** **EXEMPT:** **No**

REPORTS TO: **Treatment Manager**

SUBORDINATES: **None**

SUMMARY:

This position is under the direct supervision of NEW Water’s Treatment Manager and will work closely with all members of the Treatment Division to provide assistance with plant operation at both of NEW Water’s wastewater treatment facilities. With proper supervision this position may perform the same tasks as a Treatment Operator but at a much more reduced level of responsibility. This is a seasonal position which is not eligible to receive NEW Water fringe benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The main responsibility is to assist Treatment Operators and Operators-in-Training in the day to day operation of both NEW Water wastewater treatment facilities. Duties include, but are not limited to, taking samples throughout the wastewater treatment processes, analyzing process information, recording process data, monitoring process operations, and general housekeeping.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge - Should have basic knowledge of general wastewater treatment processes. Should have basic computer skills and be familiar with Microsoft Word and Excel. Must have the ability to understand and follow instructions.

Skills and Abilities - Students in this position must be reliable, work with initiative, and work effectively with NEW Water’s Treatment staff. The position requires the ability to follow direction and organize and accomplish tasks assigned. Considerable teamwork skills and abilities are required. Good technical skills and abilities are required.

QUALIFICATIONS:

The successful candidate must be a student working toward an associates or bachelors degree, preferably in a program related to wastewater treatment. A valid driver's license is required.

WORKING CONDITIONS:

Work responsibilities call for occasional levels of physically demanding effort characterized by lifting and hauling of loads (under 100 pounds) a few times a day. Will be assigned to work rotating shifts Monday through Friday from 7:00 a.m. to 3:30 p.m. or 3:00 p.m. to 11:30 p.m. with a 30 minute unpaid lunch period. May be assigned to work other hours as deemed necessary.

Working in a wastewater treatment facility environment with exposure to potentially harmful atmosphere, inclement weather, extreme heat sources (>1400°F), raw wastewater, biosolids, and dust conditions. Involves working around moving machinery. Required, depending on the job task, to stand, sit, walk, crouch, crawl, twist, climb, use hand tools, use heavy power assisted tools, and work in potentially awkward positions for limited periods. Some work deals with exposure to heights. The level of risk is such that it requires close attention and proper use of safety devices to prevent accidents or injuries.

APPLICATION:

This position description is intended to identify essential duties and illustrates other kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that will be required of employees or be used to limit the nature and extent of assignments that an individual is required to perform.

**Position Descriptions are subject to revision
at any time at the discretion of management.**