

NEW Water
Job Description



Hourly Rate: \$10.78

SECTION 1 DEMOGRAPHIC INFORMATION			
Job Title	Sustainability Intern	Division	Operations
Department	Treatment	Reports To (Job Title)	Treatment Manager
Full-Time / Part-Time	Part-Time	Part-Time (Hrs per Wk)	15 to 20
Pay Grade	Intern	Exempt/Non-exempt	Non-exempt
Adoption Date (original job description date)	04/15/14	Last Revision Date	04/10/18
Approved By (generally same as "Reports To")	Treatment Manager	Human Resources Approval Date	04/10/2018
Director Approved By (Job Title)	Director of Operations		

SECTION 2 JOB SUMMARY
In support of the NEW Water culture of Safety, Respect, Team, and Environment, and to promote NEW Water as a model of water quality protection and sustainability, this position is responsible for maintaining sustainability data and supporting the organization through participation on the Energy Sustainability Committee as a key member, as well as assisting NEW Water staff with various projects.

SECTION 3..... DESCRIPTION OF ESSENTIAL RESPONSIBILITIES & DUTIES	
Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed	
Description of Duties	Frequency
Key Area: Energy and Sustainability	75% of job
Maintains energy related spreadsheets.	As Needed
Obtains appropriate invoices and updates energy usage spreadsheets.	Monthly
Monitors and records electricity use by obtaining readings from various electric meters at the Green Bay Facility on the first day of each month.	Monthly
Contributes to and participates in Energy Sustainability Committee meetings.	Monthly
Provides summary of energy and natural gas use at committee meetings, presents changes, and trends.	Monthly
Tracks status of new, proposed, and ongoing energy related projects.	As Needed
Prepares and distributes agendas and meeting minutes for the Energy Sustainability Committee.	Monthly
Prepares detailed sustainability report twice per year.	Biannually
Provides support for Mercury pollution minimization program.	As Needed
Provides staff support for energy and sustainability projects, programs, and research.	As Needed
Provides support for program requirements for US Department of Energy Better Plants Program.	As Needed
Collects and analyzes energy usage data.	As Needed
Prepares End of Month Energy and Sustainability Report for Accounting.	Monthly
Key Area: Treatment Plant Process Support	25%
Track and update plant process related spreadsheets.	As Needed
Assist in plant special sampling.	As Needed
Track and update plant air emissions spreadsheets.	As Needed
Assist Treatment staff on special projects.	As Needed
Analyze plant process data and information.	As Needed

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Other:	
Perform other job related duties as assigned.	As Needed
Promote and enhance environmental, health, and safety compliance within the work environment and actively engage in improvement efforts.	Daily
Follow organizational policies and procedures.	Daily

SECTION 4 EDUCATION REQUIRED	
Minimum Level of Education	Field(s) of Study
High School Diploma	
Additional Information Regarding the Required Education:	Must be a student currently working toward an associates or bachelor's degree in the area of environmental science, waste management, wastewater treatment, or a related discipline

SECTION 5 EXPERIENCE REQUIRED	
Years of Experience	None
Other Specific Experience Required or Preferred	

SECTION 6 CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB		
Required Certification/Licensure	Required Upon Hire?	If no, timeframe to obtain?
None		
Preferred Certification/Licensure		
None		

SECTION 7 ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES
<p>Students in this position should have a general environmental science or related background with sufficient knowledge of sustainability principles and practices.</p> <p>Considerable teamwork skills and leadership abilities are required. Students in this position must be professional, reliable, and able to work effectively with NEW Water staff and outside vendors. The position also requires the ability to follow complex directions and organize and accomplish tasks with minimal supervision. Must be a self-starter. Must demonstrate initiative and the ability to work independently in a self-directed environment.</p> <p>Above average computer, software, technical, and communication skills are required.</p>

SECTION 8 SOFTWARE / TECHNOLOGY UTILIZED
Microsoft Outlook, Word, Excel, PowerPoint, Access, SharePoint

SECTION 9 EQUIPMENT / MACHINERY UTILIZED
Computer, printer, copier, telephone, calculator.

SECTION 10 JUDGMENTS / DECISION-MAKING: IMPACT	
Description of Duties	Check One
Job Centered / Work Unit: Decisions are typically isolated to an individual's job or work unit.	<input checked="" type="checkbox"/>
Department-Wide: Decisions may impact across work units, and involve a significant function of the department. Supervision or management is typically—but not always—a component of the job.	<input type="checkbox"/>
Multiple Departments: Decisions are made on behalf of and impact across multiple departments; or across several divisions of a significantly large department.	<input type="checkbox"/>
Entire Organization: Decisions are made on behalf of and affect the entire organization including, but not limited to: employees, customers, vendors, governing body, etc.	<input type="checkbox"/>

SECTION 11 JUDGMENTS / DECISION-MAKING EXAMPLES		
Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Example of Decision / Judgment	Job Title of Who Reviews (If Anyone)	Frequency
Proper tracking of energy consumption.	Treatment Manager	As Needed
Prioritize job tasks.	Treatment Manager	As Needed

SECTION 12 PROBLEM SOLVING	
Example of Problem	Resources Used
Causes of energy consumption changes.	Historical data. NEW Water Staff
Validation of energy data.	NEW Water Staff
Present energy data in easy understandable user friendly format.	NEW Water Staff

SECTION 13 WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS		
Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Title/Description of Contact	Purpose of Contact	Frequency
Treatment Staff	Energy usage and tracking.	Daily
Environmental Programs Staff	Support on initiatives and programs.	As Needed
Energy Sustainability Committee Members	Active committee member.	Monthly
Maintenance Staff	Energy and sustainability projects	As Needed

SECTION 14 SUPERVISION / MANAGEMENT AUTHORITY			
Action	Yes	No	Provides Input
Screen / Interview Applicants	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hire / Promote Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provide Written / Verbal Warnings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Suspend Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Terminate Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prepare Work Schedules	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Project Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provide Work Direction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evaluate Performance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Coach Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Train Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approve Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approve Time Off	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Develop / Implement Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evaluate and Approve Exceptions to Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Classification / Compensation Changes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employees Directly Supervised

# Employees	Job Title
N/A	

Employees Indirectly Supervised

# Employees	Job Title
N/A	

SECTION 15.....WORK ENVIRONMENT / WORKING CONDITIONS / PHYSICAL REQUIREMENTS

SECTION 16ADDITIONAL COMMENTS

This is a year round position. Work hours can be set to accommodate class schedules.

THIS JOB DESCRIPTION IS INTENDED TO IDENTIFY ESSENTIAL DUTIES AND ALSO ILLUSTRATES OTHER TYPES 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.

JOB DESCRIPTIONS ARE SUBJECT TO REVISION AT ANY TIME AT THE DISCRETION OF MANAGEMENT.