

NEW Water
Job Description



Hourly Rate: \$12.50

SECTION 1 DEMOGRAPHIC INFORMATION			
Job Title	Public Affairs & Education Intern	Division	Business Services
Department	Public Affairs & Education	Reports To (Job Title)	Public Affairs & Education Manager
Full-Time / Part-Time	Part-time	Part-Time (Hrs per Wk)	Varies
Pay Grade	N/A	Exempt/Non-exempt	Non-exempt
Adoption Date (original job description date)	January 6, 2016	Last Revision Date	August 28, 2018
Approved By (generally same as "Reports To")	Public Affairs & Education Manager	Human Resources Approval Date	August 28, 2018
Director Approved By (Job Title)	Director of Business Services		

SECTION 2 JOB SUMMARY
In support of the NEW Water culture of Safety, Respect, Team, and Environment, this position assists the Public Affairs & Education Department in conveying water information with NEW Water stakeholders. This position will assist with communications, outreach, and other departmental duties.

SECTION 3.....DESCRIPTION OF ESSENTIAL RESPONSIBILITIES & DUTIES	
Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed	
Description of Duties	Frequency
Key Area: Talks and Tours	40% of job
Assists with public presentations, educational outreach activities, planning, preparation, and other related tasks.	Daily
Key Area: Internal and External Communications	30% of job
Assists with photography, videography, editing, graphic design, writing, information gathering, and other related tasks.	Daily
Key Area: Events	30% of job
Assists with community outreach, organization, scheduling, and other related tasks.	Daily
Other:	
Performs other job related duties as assigned.	
Promotes and enhances environmental, health, and safety compliance within the work environment and actively engages in improvement efforts.	
Follows organizational policies and procedures.	

SECTION 4 EDUCATION REQUIRED	
Minimum Level of Education	Field(s) of Study
High School Education (or Equivalent)	
Additional Information Regarding the Required Education:	<p>Candidate must be enrolled in college course work, with a desired academic emphasis, and/or experience, and demonstrated skills in public relations, public affairs, journalism, communications, education, graphic arts, or environmental education or management preferred.</p> <p>An equivalent combination of education, training, and relevant experience will also be considered.</p>

SECTION 5 EXPERIENCE REQUIRED	
Years of Experience	0-6 months
Other Specific Experience Required or Preferred	Previous internship preferred, but not required.

SECTION 6 CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB		
Required Certification/Licensure	Required Upon Hire?	If no, timeframe to obtain?
Current and valid Wisconsin motor vehicle operator's license.	Y	
Preferred Certification/Licensure		

SECTION 7 ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES
Ability to work well on a team, be reliable, and take initiative to get work accomplished. Requires the ability to follow complex directions and organize and accomplish tasks with minimal supervision. Desired computer skills include Adobe Creative Suites, Microsoft Office suite, social media utilization, photography, and video editing.

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

SECTION 9 EQUIPMENT / MACHINERY UTILIZED
Computer equipment, copiers, printers, phones, vehicles.

SECTION 10 JUDGMENTS / DECISION-MAKING: IMPACT	
Description of Duties	Check One
Job Centered / Work Unit: <u>Decisions made</u> are typically isolated to an individual's job or work unit.	<input checked="" type="checkbox"/>
Department-Wide: <u>Decisions made</u> 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: <u>Decisions</u> are made on behalf of and impact across multiple departments; or across several sections of a significantly large department.	<input type="checkbox"/>
Entire Organization: <u>Decisions</u> 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 (3-5 examples)	Job Title of Who Reviews (If Anyone)	Frequency
Scheduling photo shoots with staff.	PA&E Manager	As needed
Writing articles for internal newsletter.	PA&E Manager	As needed
Serving as a tour guide.	PA&E Manager	As needed

SECTION 12..... PROBLEM SOLVING	
Example of Problem (3-5 examples)	Resources Used
Tour attendee not properly attired	Seek help from Manager, Specialist, and/or Safety
Scheduling difficulties	Microsoft Outlook calendar
Poor weather during tour	Seek help from staff and other guides to determine best approach

SECTION 13 WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS		
Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Title/Description of Contact	Purpose of Contact	Frequency
PA&E Department	Work plan, work implementation	Daily
NEW Water staff	Liaising for internal and external communication initiatives	As needed
General public	Tours, talks	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"/>
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 <u>Directly</u> Supervised	
# Employees	Job Title
n/a	
Employees <u>Indirectly</u> Supervised	
# Employees	Job Title

SECTION 15..... WORK ENVIRONMENT / WORKING CONDITIONS / PHYSICAL REQUIREMENTS
Refer to ErgoFactor Job Analysis for this position for details. S:\Safety\Blankenheim Project\Business Services\Communication and Education Specialist.pdf

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SECTION 16	ADDITIONAL COMMENTS

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.