



April 2024
STUDENT INTERNSHIP

STUDENT INTERN-COLLECTIONS WORKER

DEFINITION

Under direct supervision of Collections Superintendent or Senior Collections Worker the Collections Worker intern assists staff to perform basic level work.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Collections Superintendent or Senior Collections Worker. No supervision of staff is exercised.

SUPPLEMENTAL INFORMATION

Internships are to provide meaningful training and work experience for high school/college students pursuing academic studies related to the district's mission and goals.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative only)

- Troubleshooting equipment including motor, pumps, valves and instruments.
- Assist with the repair and maintenance of critical wastewater equipment.
- Maintain, clean, and inspect sewage collection lines, manholes, lift stations, wet wells and other sewage facilities and equipment.
- Perform assigned routine maintenance of equipment in accordance with District standards.
- Operate with supervision hydro-cleaner, television inspection vehicle, utility trucks or other similar vehicles.
- Operate with supervision a variety of small equipment including generators, pumps, ventilating fans, pneumatic and hand tools.

QUALIFICATIONS

Knowledge of:

- Basic computer skills
- Interest in maintenance and mechanical technology.

Ability to:

- Be organized and detailed when completing tasks.
- Learn new skills.
- Follow verbal and written plans.
- Employ a customer service approach.
- Operate standard office equipment including computer and printer.
- Communicate effectively both orally and in writing.

EDUCATION

- Enrolled in high school or a General Education Development/Diploma GED program.

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

Standing

Walking

Sitting/Kneeling/Crouching/Squatting

Crawling

Climbing/Balancing

Reaching/Pushing/Pulling

Twisting/Rotating

Bending

Lifting/Carrying

Grasping

Fine Manipulation

Kneeling/Crouching/Squatting

Crawling

Climbing/Balancing

Reaching

Pushing/Pulling

Twisting/Rotating

Bending

Lifting/Carrying

Grasping

Fine Manipulation

PERSONAL PROTECTIVE EQUIPMENT

Depending on the hazard, the intern may be required to wear a hard hat, hearing protection, eye protection, safety shoes and hand protection.

- Intern must wear steel toed boots

ENVIRONMENTAL ELEMENTS

- Intern is exposed to outside weather conditions.
- The noise level in the work environment has the potential to be loud.
- Intern, as needed, works indoors, office setting, climate controlled.

Machine/Tools:

The machines and tools listed here are representative of those an intern encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Pliers
- Tape measures
- Sockets
- Socket adapters
- Ratchets
- Wrenches
- Screwdrivers
- Diagnostic tools
- Allen wrenches
- Telephone handset
- Grease gun
- Levels
- Square
- Wire strippers
- Pipe wrenches
- Computer keyboard, mouse, monitor
- Golf cart
- Dollies
- 4-wheeled cart
- Wrenches
- Ladders
- Valves
- Paint brush
- Blowers
- Vacuum
- Broom