



DELAWARE COUNTY BOARD OF COMMISSIONERS

AN EQUAL OPPORTUNITY EMPLOYER

Job Title:	Summer Intern	Department:	Regional Sewer District
Position Type:	Intermittent Seasonal Position Non-Bargaining Unit	Address:	OECC (home base) May vary locations to gain experience at other package plants
Typical Work Schedule:	M-F 7 am – 3 pm (Unclassified)	Pay Range:	\$10.00 per hour
Contact Information:		FLSA:	Non-exempt
How to apply:	http://www.co.delaware.oh.us/index.php/employment		

Objectives

This seasonal position is in the Regional Sewer District and will not extend beyond August 15, 2018.

The objective of the internship program is to provide a meaningful training ground for individuals to gain work experience and to increase their ability to compete in the workforce in entry-level positions. Under general supervision the Intern will assist, participate in and perform work for Regional Sewer District.

Job Standards

Applicants must be registered college student or military veteran. Must possess a valid Ohio driver’s license and have an acceptable driving record. Must meet and maintain qualifications for driving on county business at all times and as a continued condition of employment.

Job Description

ESSENTIAL FUNCTIONS:

- Demonstrates regular and predictable attendance.
- Assists in or conducts routine inspection of entire treatment facility.
- Assists in or calibrates, operates, and maintains laboratory equipment.
- Assists in or collects samples from various points of raw and effluent flow.
- Assists in or collects samples from the Olentangy River above and below our discharge location.
- Assists in or performs field testing for treatment facility which would include, but not limited to, pH, chlorine residual, dissolved oxygen, alkalinity, ammonia, nitrates, phosphorous, aeration tank concentrations and return sludge concentrations.
- Assists in or identifies and classifies aquatic organisms with a microscope.
- Assists in or performs routine grounds maintenance including, but not limited to, mowing, trimming, pulling weeds, snow removal, painting and mulching.
- Assists in or performs miscellaneous projects utilizing hand tools and safety equipment.
- Assists in or cleans and maintains assigned work areas.
- Assists in or performs any related essential functions as required; and,
- Other duties as assigned.

NON-ESSENTIAL JOB FUNCTIONS:

Assists in or performs any related nonessential functions as required.

I. JOB REQUIREMENTS

Equipment:

- Individual may use the following equipment including, but not limited to, glassware, pipets, aspirator, vacuum pump, microscope, chemicals, chemical reagents, laboratory grade deionized water, refrigerator, fume hood;

Equipment, continued:

- Ability to operate including, but not limited to, computers and printers, operate calibrate programmable spectrophotometer, autoclave, balance, ovens, distillation unit, hot plates, meters, probes, incubators and other equipment necessary to perform duties;
- Individual also may use the following for safety protection including, but not limited to, rubber gloves, eye protection, earplugs and respirators.
- Individual has the ability use the following equipment, including, but not limited to, lawn mower, weed eater, sludge pumps, chemical pumps, centrifugal blower, positive displacement pumps, rakes, shovels, hoes, drill, power washer, pH meter, chlorine meter, oxygen meter, thermometers, scales, centrifuge, field test kits, 2way radio, automatic samplers, evaporation oven, muffle furnace, timers;
- Individual may use or has the ability to use hand tools required for, but not limited to, carpentry, masonry and mechanical;



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Critical Skills/Expertise:

- Hand tools, including, but not limited to, a hammer, wrenches, screw drivers and other tools necessary to perform duties;
- Individual uses eye protection, ear plugs, rubber gloves, tripod, safety harness, fall protection, winch, gas monitor, safety shoes, protective clothing, blower for safety protection, and other safety equipment that may be assigned.
- Ability to obtain knowledge of the activated sludge process.
- Ability to obtain knowledge of required lab/field testing procedures.
- Ability to gain general knowledge of wastewater treatment chemicals and associated SDS.
- General knowledge of principles, practices and methods of chemistry.
- Knowledge and ability to use computer programs such as Microsoft word, excel and outlook.
- Ability to gain general knowledge of various valves, pumps, grinders, samplers, blowers and other facility equipment and their operation.
- Ability to maintain records and prepare reports.
- Ability to communicate effectively, both oral and written.
- Communicate professionally and effectively with internal and external customers, both orally and in writing;
- Organize and prioritize work assignments, multi task with accurate focus and refocus in a fast paced environment;
- Deliver excellent customer service, externally and internally;
- Efficiently operate computer programs such as, but not limited to, Microsoft Word, Excel, Outlook, and agency specific programs;
- Proficiency in grammar, writing, mathematical skills, spelling, and punctuation;
- Ability to gain thorough knowledge and adherence to follow safety policies, procedures and practices.
- Ability to gain thorough knowledge and adherence with all federal, state and county government policies and procedures, laws and regulations.

II. DIFFICULTY OF WORK:

Individual is given general direction in following established practices and policies. Manager provides technical instruction upon request. Individual independently makes critical decisions on a daily basis. Errors in work may not be detected and can cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information. Errors may cause minor to gross pollution of the receiving stream, resulting in possible human health concerns, ecological damage, and fines.

III. PHYSICAL EFFORT AND WORKING CONDITIONS:

Physical Requirements: Individual performs heavy work, which may require the lifting of up to one hundred (100) pounds.

Physical Activity: The physical activity of the position is manual dexterity, talking, hearing, reaching, climbing, balancing, stooping, crouching, crawling, standing, pushing, pulling, lifting, grasping, feeling, and walking.

Visual Activity: Individual performs work where the seeing job is close to the eyes and at or within arm's reach and also at varying distances.

Individual works both inside and outside and is exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour. Individual is exposed to noise, vibration, oil, chemicals, and physical hazards. Individual may be exposed to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation.

IV. PERSONAL WORK RELATIONSHIPS:

Individual has contact with co-workers, employees in the department, and the general public. Individual may communicate with the public. Individual is responsible for maintaining a positive working relationship with managers, co-workers, subcontractors, and other departmental personnel.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	
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PCN#: 1190413100
 Org Key: 66211900
 Job Code: 13100
 Skill Level:
 FLSA Status: Nonexempt



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Civil Service Class: Unclassified