



**VALLEY COUNTY WATER DISTRICT  
JOB CLASS SPECIFICATION**

**OPERATIONS SUMMER INTERNSHIP**

**GENERAL PURPOSE**

Under direct supervision from the Utility Service Worker mentor, performs a variety of entry-level operations and maintenance tasks; shadows and assists in the distribution system; uses and operates a variety of manual and power tools and light to heavy power-driven equipment; assists in special projects and performs related duties as required and assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential duties and responsibilities listed below are intended only as illustrations of the various types of work effort that may be performed by the Operations Intern. Interns may be assigned duties which are not listed below; reasonable accommodations will be made as required. Essential duties and responsibilities may include, but are not limited to:

1. Provide maintenance and repair assistance to the Operations staff.
2. Assists in water meter maintenance, testing and repairing meters of various sizes, and replacing meters as necessary.
3. Receives and responds to service calls and customer complaints regarding issues such as leaks, high or low pressure, consumption levels, and water quality; refers issues to mentor.
4. Provide suggestions and/or recommendations with regards to special projects.
5. Provide general operations support, preparing the department for all daily functions, and stocking various office supplies.

**DESIRED MINIMUM QUALIFICATIONS**

**Knowledge of:**

1. The operations and minor maintenance of a variety of hand and power tools.
2. Basic computer equipment and applications related to the work.
3. Correct use of English, including spelling, grammar, and punctuation.

**Ability to:**

1. Safety and effectively use and operate hand and power tools, mechanical equipment, and light equipment required for the work.
2. Understand, apply, and ensure compliance with applicable federal, state, and local laws and regulations, and District policies and procedures.
3. Communicate clearly, concisely, and effectively, both orally and in writing.

4. Understand and carry out written and oral instructions.
5. Establish and maintain effective working relationships with District management, employees, customers, and others encountered in the course of work.

**Requirements:**

1. High school applicants must reside within the service area of VCWD and attend Baldwin Park High School, Sierra Vista High School, or North Park High School. Applicants must be entering their senior year or first year of college at the end of the internship.
2. A valid Student Work Permit will be required upon appointment if the applicant is not 18 years of age at the time of the appointment.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described below are representative of those that must be met by an intern to successfully perform the essential duties and responsibilities of the internship. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

1. Physical Demands: While performing the duties and responsibilities of the internship, interns are regularly required to:
  - Must possess mobility to work in the field
  - Strength, stamina, and mobility to perform medium to heavy physical work
  - Work around machines
  - Frequent walking in operational areas to identify problems or hazards
  - Finger dexterity is needed to access, enter, and retrieve data using a computer and to operate above-mentioned tools and equipment
  - Bend, stoop, kneel, reach, and climb to perform work and inspect work sites
2. Mental Demands: While performing the duties and responsibilities of the internship, interns are regularly required to:
  - Use written and oral communication skills
  - Read and interpret data
  - Use math and mathematical reasoning
  - Analyze and solve problems
  - Learn and apply new information and skills
  - Interact with District management, employees, customers, and others encountered in the course of work