



Ute Water Conservancy District Job Description

Job Title: Water Treatment Plant Intern
Job Code: Water Treatment Operations
Salary Range: \$18.00 - \$18.50 hourly
Department: Treatment & Source
Reports To: Lab Manager
FLSA Status: Non-Exempt/Temporary
Compensation Factor(s): Education, Training & Experience; Merit System; Seniority
Prepared Date: January 2023

SUMMARY

Responsible for assisting the Water Treatment Operations department with regulatory compliance, source sampling, water treatment, and day-to-day duties to assist with maintenance and operation of the water treatment plant.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Performance of duties follows qualitative and quantitative standards established by the District as well as any federal, state, & local regulations.

Efficiently performs a variety of duties in assisting the laboratory with non-compliance distribution sampling, including using laboratory equipment to determine, pH, temperature, and chlorine residuals. Assists with coordinating distribution system flushing in areas determined through this testing.

Aids in the collection of water samples in the District's watershed by helping load and unload boats and gear and working with the Water Resource Specialist to obtain samples. Assist with treating the Jerry Creek reservoirs and collecting and managing reservoir data from the Sonde data logger.

Follows specific instructions; works as part of a small team as well as works independently with minimal supervision; works outside in all weather conditions; communicates directly with internal and external customers; and communicates clearly and concisely, both verbally and in writing.

Regular or continuous public contact is an essential duty for this position. Additionally, the employee must always interact respectfully and professionally with other employees and the public.

This position operates a variety of equipment including power and hand tools, ATV/UTV, and a motor vehicle. Demonstrates reliable and consistent job attendance.

GENERAL DUTIES

General duties may be assigned, and management retains the discretion to change the duties of the position at any time. Assists in other areas as assigned.

REASONABLE ACCOMMODATION

To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements detailed within this job description are representative of the knowledge, skills, certificates, licenses, registrations, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. To request an accommodation, please contact the Human Resources department. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed.

SUPERVISORY RESPONSIBILITIES

This job does not have any supervisory responsibilities.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must perform each essential duty and all job requirements satisfactorily. The requirements listed within this job description represent the knowledge, skills, certificates, licenses, registrations, and/or abilities required.

Must be at least 18 years of age.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED), plus six (6) months of work experience directly related to position; or equivalent combination of education and experience that is directly related to the position.

Must be enrolled as a continuing student in a degree program at an accredited college or university.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Colorado Driver's license.

LANGUAGE and COMMUNICATION SKILLS

Must communicate in English; read and interpret documents such as safety rules, data spreadsheets, etc. Must communicate effectively with employees and supervisors verbally and in writing.



COMPUTER SKILLS

Must be familiar with the operation of computers and mobile devices such as iPads and/or other tablets.

MATHEMATICAL SKILLS

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Deal with multiple problems and exercise independent judgment in making decisions and/or finding solutions.

INTERPERSONAL SKILLS

Must have excellent interpersonal skills, work successfully with difficult customers, and must work as part of a team. Verbal communication skills are critical to this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to walk for long distances and on uneven terrain. The employee is regularly required to reach with hands and arms; stoop, bend, kneel or crouch; and work in awkward positions. The employee is regularly required to stand, sit, use hand and fingers to touch, handle, or feel, climb, balance, talk and hear for up to eight (8) hours per day. The employee must frequently lift and/or move up to 25 pounds on their own, and occasionally 50 pounds. Specific requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and adjusting focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an outdoor climate and is exposed to temperature extremes and all types of weather.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Employee is expected to follow safe work practices according to industry and Ute Water standards. Wears and uses personal protective equipment as required.

HOURS

This is a non-exempt, temporary position. Must work a 40-hour work week and overtime as required. Typically, work hours are Monday through Friday from 7:30am to 4:00pm.

