

## Water Resource Recovery Facility Operations & Compliance Intern

### General Summary

The Water Resource Recovery Facility (WRRF) is seeking an intern for a 12-week summer internship program to support treatment plant operations, laboratory activities, and regulatory documentation. The position provides hands-on experience in municipal wastewater treatment processes, environmental compliance, and laboratory analysis. The intern will work alongside operators and staff throughout the facility, gaining exposure to daily laboratory operations and assisting with documentation including Standard Operating Procedures (SOPs) and Safety Data Sheets (SDS).

### Essential Job Functions

- Support wastewater treatment process monitoring with laboratory analysis and routine facility maintenance activities;
- Assist with updating and organizing laboratory monitoring reports and facility Safety Data Sheets (SDS);
- Review, revise, and assist with maintaining operational and laboratory Standard Operating Procedures (SOPs);
- Assist with SOP creation and documentation related to maintenance activities and asset management work orders;
- Assist operators with maintenance and operational tasks at the Water Resource Recovery Facility and related infrastructure.

### Minimum Requirements

**Education:** Current college student or recent graduate in Environmental Science, Biology, Chemistry, Engineering, Water Resources, or a related field.

**Knowledge Of:** Basic wastewater treatment concepts, laboratory practices, and safety procedures.

**Skilled In:** Technical writing, document organization, and Microsoft Office products.

**Ability For:** Following safety protocols, learning technical processes, working independently, and functioning effectively as part of an operations team.

**Additional Requirements:** Strong attention to detail and organizational skills; willingness to work in both office and industrial environments; and interest in

wastewater treatment, environmental compliance, or public utilities.

### **Physical and Mental Demands and Work Environment**

The intern is regularly required to handle, feel, reach, talk, hear, and move throughout the facility; frequently required to sit, stand, walk, and perform physical tasks; and occasionally required to climb, balance, stoop, kneel, or crouch. Vision abilities include close, distance, color, and peripheral vision; depth perception; and ability to adjust focus. The intern must be able to read, write, analyze, reason, comprehend, evaluate, communicate effectively, and manage the stress associated with the position. The noise level is usually moderate.

### **Pay Rate**

\$16.00 per hour

### **Schedule**

This 12-week internship will run during the summer season. The intern is expected to work 40 hours per week, Monday through Friday from 7:30am-4:00pm. Work hours will align with WRRF operating hours, with minor schedule adjustments possible. Working days and hours can be adjusted if an alternate schedule is preapproved by the WRRF Superintendent in advance.