

Water Treatment Plant Operations & Compliance Intern

General Summary

The Water Treatment Plant is seeking an intern for a 12-week summer internship program to support laboratory operations, documentation updates, and water treatment plant maintenance activities. This position provides hands-on experience in municipal water treatment operations, regulatory compliance, and asset management practices. The intern will spend time in the laboratory and throughout the plant to better understand treatment processes and assist with updating Standard Operating Procedures (SOPs) and Safety Data Sheets (SDS).

Essential Job Functions

- Update and organize laboratory Safety Data Sheets (SDS);
- Review, revise, and assist with maintaining laboratory and operational Standard Operating Procedures (SOPs);
- Assist with SOP creation and documentation related to asset management program work orders;
- Support reclaim pond treatment, monitoring, and routine maintenance activities;
- Assist operators with maintenance tasks at the Water Treatment Plant and related facilities.

Minimum Requirements

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

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

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

Ability For: Following safety protocols, learning technical processes, and working independently and as part of a team.

Additional Requirements: Strong attention to detail and organizational skills; ability to work in both office and field environments; and interest in public utilities, environmental compliance, or water treatment operations.

Physical and Mental Demands and Work Environment

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

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The intern is regularly required to handle, feel, reach, talk, hear, and transport self throughout the facility; frequently required to sit, stand, move about, and walk; and occasionally required to climb or balance, stoop, kneel, or crouch. Vision abilities include close, distance, color, and peripheral vision; depth perception; and ability to adjust focus. Must be able to read, write, analyze, reason, supervise, comprehend, evaluate, organize, effectively communicate, and handle the stress associated with the demands of the position. The noise level in the work environment is usually moderate.

Pay Rate

\$16.00 per hour

Schedule

The 12-week internship program will run during the summer season. The intern is expected to work 32 hours per week, which can be achieved by working four days per week. Work hours will generally align with Water Treatment Plant operating hours. Minor schedule adjustments may be arranged.