|  |  |  |
| --- | --- | --- |
| **High school summer intern: Public Works Internship** | | |
| Program  **Youth Employment Project** | | |
| Position Title  **Public Works Intern** | | |
| Reports to:  **P.O.C at the Business** | | |
| Job Description Number | Pay Grade | Revision Date |

**Job Summary:**

Energetic, interested assistant prepared to support the engineering department. Will support projects and on a rotating basis all departments, teams and special projects as requested.

**Essential Functions:**

* Assist in inventory management, counting, and reorganizing all parts applicable to the improvement and maintenance of water distribution mains and services as well as sanitary sewer collection mains.
* Assist in records management pertaining to water and sewer work orders and fire department hydrant annual reports, sort and compile relevant information into easily searchable stacks for later processing into a digital format (Brightly, GIS, ETC.)
* Assist in data entry utilizing the KDHE lead service line inventory spreadsheet, sort and compile all exposed service work sheets for more efficient form entry.
* Work alongside the water distribution crew to better understand how we function as a municipal utility.

**Ability to work in a construction environment**: Given the nature of our projects, the intern must be comfortable working outside and in a construction environment.

**Hours**: variable schedule, up to 40 hours per week during the summer. Flexible scheduling.

$12.50 per hour

**Completes other duties as assigned or required to support the program(s).**

***APPROVALS***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Immediate Supervisor Signature Date

***HUMAN RESOURCES DEPARTMENT***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Signature Date