

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** July 1, 2018

**POSITION TITLE:** **STUDENT INTERN – OPERATIONS / FIELD SERVICES**

**GRADE LEVEL:** AA

**SUPERVISOR TITLE:** Field Services Supervisor / Water System Supervisor

**FLSA STATUS:** [ ] Exempt [X] Non-Exempt

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**DEFINITION**

Under immediate supervision, to perform a variety of routine water utility related duties to provide support of the operations and maintenance projects.

**CLASS CHARACTERISTICS**

**Field Services**

This is a temporary entry-level position for a college student intern to work no more than 900 hours per fiscal year, or no more than 29 hours in a seven-day period. Positions assigned to this level perform limited or routine maintenance on appurtenances under close supervision. Because employees in classifications at this level may be in a training capacity, such position does not require significant previous work experience in the applicable field

**Water Operations**

This is a temporary entry-level position for a college student intern to work no more than 900 hours per fiscal year, or no more than 29 hours in a seven-day period. Positions assigned to this level perform limited or routine valve maintenance under close supervision. Because employees in classifications at this level may be in a training capacity, such position does not require significant previous work experience in the applicable field

**EXAMPLE OF DUTIES** (Duties may include, but are not limited to, the following):

- ✎ Maintain vehicles with proper fuels and oils and maintain equipment / tools
- ✎ Maintain and repair valves, hydrants, air- vacs and other related appurtenances
- ✎ Conduct field inspections and assist in capturing asset related data
- ✎ Conduct traffic control as needed
- ✎ Perform related duties as assigned
- ✎ Maintain repair and/or rebuild water meters
- ✎ Utilize required hand and power tools
- ✎ Operate a District provided vehicle
- ✎ Operate a two-way radio

**QUALIFICATIONS**

**Knowledge of:**

- ✎ Standard utility construction techniques and principles
- ✎ Basic mechanical principles
- ✎ Proper work safety standards

**Ability to:**

- ✎ Operate a variety of hand and power tools
- ✎ Read, understand, and comply with District safety policies and procedures
- ✎ Follow written and verbal instructions and work effectively with other crew members
- ✎ Comply with the District's Safety, Health and Environmental policies
- ✎ Present professional image and communicate effectively with others, including the public
- ✎ Operate a motor vehicle
- ✎ Establish and maintain effective working relationships with others
- ✎ Comply with the District's Safety, Health and Environmental policies
- ✎ Communicate effectively, both verbally and in writing

**SELECTION GUIDELINES**

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** Basic knowledge and an ability to perform duties as assigned

**Education/Training:** College student, studying in the areas of water distribution, water treatment, or related field. Must possess the ability to read and write at a level required of assigned duties

**License and Certificates:**

- ✎ California Class C Driver's License, required

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The essential functions of this position may require the employee to perform the following physical activities:

- ✎ Operate District vehicle in field installations, Field Services and operations maintenance
- ✎ Carry, push, reach and lift equipment and parts weighing up to 60 lbs.
- ✎ Stoop, kneel, crouch, crawl and climb during field maintenance and repair work
- ✎ Stand and walk for extended periods
- ✎ Heavy exertion of energy
- ✎ Hearing and vision within normal ranges
- ✎ Communicate verbally with District staff in face-to-face, one-to-one settings
- ✎ Regularly use a telephone or radio for communication

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date