

**NEW Water  
Job Description**



SECTION 1 .....		DEMOGRAPHIC INFORMATION	
<b>Job Title</b>	Field Services Intern	<b>Division</b>	Technical Services
<b>Department</b>	Field Services	<b>Reports To (Job Title)</b>	Field Services Manager
<b>Full-Time / Part-Time</b>	Part-time	<b>Part-Time (Hrs per Wk)</b>	
<b>Pay Grade</b>	Starting Rate \$15.25	<b>Exempt/Non-exempt</b>	Non-exempt
<b>Adoption Date (original job description date)</b>	March 11, 2010 ( <i>previously referred to as Pretreatment Intern</i> )	<b>Last Revision Date</b>	March 5, 2020
<b>Approved By (generally same as "Reports To")</b>	Field Services Manager	<b>Human Resources Approval Date</b>	March 5, 2020
<b>Director Approved By (Job Title)</b>	Technical Services Director		

SECTION 2 .....	JOB SUMMARY
<p>In support of the NEW Water culture of Safety, Respect, Team, and Environment, the Field Services Intern provides support to the Field Services Department with specific attention to the Pretreatment and Hauled Waste Programs. The position is responsible for assisting with administering the industrial pretreatment program in accordance with federal, state, and local environmental regulations and assisting with the operation and maintenance of NEW Water's conveyance system.</p>	

SECTION 3.....		DESCRIPTION OF ESSENTIAL RESPONSIBILITIES & DUTIES
<b>Frequency:</b> Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Description of Duties		Frequency
<b>Key Area: Pretreatment Duties</b>		<b>40% of job</b>
Review and maintain data and reports used to submit to the Department of Natural Resources (DNR) for compliance.		Daily
Assist Field Services with collecting compliance monitoring samples at industries and troubleshooting and maintaining monitoring equipment.		Weekly / As Needed
Assist Field Services with conducting annual compliance inspections at industries in accordance with the Federal and State Pretreatment Regulations.		Weekly / As Needed
Lead NEW Water's Industrial Achievement Awards		Annually
Assist in developing and distributing industrial surveys, conducting facility inspections, and compiling results		As Needed
Assist in updating and maintaining records of industrial connections		Annually
Develop annual and monthly IPS monitoring schedule and assist with coordinating monitoring events		Monthly
<b>Key Area: Hauled Waste Duties</b>		<b>30% of job</b>
Select, collect, and transport hauled waste samples to NEW Water's internal laboratory including completing chain of custodies and other regulatory paperwork.		Daily
Restock materials and maintain cleanliness and organization of the hauled waste receiving site.		Daily
Review, edit, and enter transaction information into hauled waste receiving software to ensure accuracy for treatment plant records and invoicing.		Daily
Review, analyze, and maintain hauled waste analytical data and transaction information.		Daily
Operates, maintains, troubleshoots, and performs scheduled maintenance on hauled waste receiving stations.		Daily
Develop training materials and train haulers on receiving station procedures.		As Needed
Review recorded video from security cameras to assist with investigations.		As Needed
<b>Key Area: Field Service Conveyance System Duties</b>		<b>20% of job</b>
Assists in calibration and maintenance of confined space gas monitors		Weekly / As Needed
Assists in Diggers Hotline ticket screening and conducting accurate and timely field locates to adequately protect NEW Water's interceptor and force main systems from service area construction activities.		Weekly / As Needed

**NEW Water  
Job Description**



Assists with interceptor manhole inspections to support CMOM including maintaining records within an Access database.	Monthly / As Needed
Assists with collecting representative wastewater samples from the various sites for WPDES permit and customer billing parameter analyses.	Monthly / As Needed
Assists with instrumentation set up and data management of portable flow meters and sampling equipment in support of sub-basin flow monitoring program.	Monthly / As Needed
<b>Key Area: Miscellaneous</b>	<b>10% of job</b>
Maintain and organize electronic and hardcopy files.	Daily
Assists in updating and maintaining accurate records of Customer's sanitary sewer lateral connections for use in NEW Water's Billing Program.	Annually
Update standard operating procedures.	As Needed
Enters service and purchase requests, work order labor and materials in computerized maintenance management system.	Weekly
Assist Pretreatment Program Coordinator and Field Service Technicians with other duties and special projects, as necessary.	As Needed
<b>Other:</b>	
Perform other job related duties as assigned.	As Needed
Promote and enhance environmental, health, and safety compliance within the work environment and actively engage in improvement efforts.	Daily
Follow organizational policies and procedures.	Daily

SECTION 4 ..... EDUCATION REQUIRED	
Minimum Level of Education	Field(s) of Study
High School +1 year	
<b>Additional Information Regarding the Required Education:</b>	Must be a student working toward a degree in environmental science, biology, chemistry, engineering, or a related discipline.

SECTION 5 ..... EXPERIENCE REQUIRED	
<b>Years of Experience</b>	N/A
<b>Other Specific Experience Required or Preferred</b>	

SECTION 6 ..... CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB		
Required Certification/Licensure	Required Upon Hire?	If no, timeframe to obtain?
Current and valid Wisconsin motor vehicle operator's license.	No	
Preferred Certification/Licensure		

SECTION 7 ..... ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES
Background in general science with a working knowledge of general laboratory practices, laboratory terminology, chemistry, and wastewater terminology.
Ability to work in a team driven environment. Ability to follow complex directions and organize and accomplish tasks with appropriate supervision.

SECTION 8 ..... SOFTWARE / TECHNOLOGY UTILIZED
Microsoft Office: Outlook, Word, Excel, Power Point, Access, SharePoint. Maximo (CMMS), Maxcom (SDS for chemicals), ExecuTime (Time and Attendance), KorWeb (Digger's Hotline Ticket Management), GIS (ESRI), As-Built Drawings of NEW Water's utilities (locate utilities), Mission Communication (meter stations); and various other software required for portable flow meters, samplers and pH meter data downloading, reviewing and/or exporting (Insight, Flo-ware, OdaStat (H2S). ExacqVision security video software for the hauled waste receiving stations, PortALogic and MatreX (hauled waste tracking).

SECTION 9 ..... EQUIPMENT / MACHINERY UTILIZED
Basic office equipment, NEW Water passenger vehicles, desktop and laptop computers.
Hauled waste receiving kiosks, permanent and portable flow meters and samplers, four gas meters, Odialog H <sub>2</sub> S units, underground facility locator/transmitter, pallet jack, and hand/power tools.

SECTION 10 ..... JUDGMENTS / DECISION-MAKING: IMPACT	
Description of Duties	Check One
<b>Job Centered / Work Unit:</b> Decisions made are typically isolated to an individual's job or work unit.	<input checked="" type="checkbox"/>
<b>Department-Wide:</b> Decisions made may impact across work units, and involve a significant function of the department. Supervision or management is typically—but not always—a component of the job.	<input type="checkbox"/>
<b>Multiple Departments:</b> Decisions are made on behalf of and impact across multiple departments; or across several sections of a significantly large department.	<input type="checkbox"/>
<b>Entire Organization:</b> Decisions are made on behalf of and affect the entire organization including, but not limited to: employees, customers, vendors, governing body, etc.	<input type="checkbox"/>

SECTION 11 ..... JUDGMENTS / DECISION-MAKING EXAMPLES		
<b>Frequency:</b> Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Example of Decision / Judgment (3-5 examples)	Job Title of Who Reviews (If Anyone)	Frequency
Determining which hauled waste samples to analyze.	Pretreatment Program Coordinator	Daily
Reviewing analytical data and determining all QA/QC criteria are met including using the approved analytical method.	Pretreatment Program Coordinator	Daily
Determine industrial compliance	Pretreatment Program Coordinator	Annually

SECTION 12 ..... PROBLEM SOLVING	
Example of Problem (3-5 examples)	Resources Used
Determine if hauled waste samples are representative of waste received.	Haulers, Pretreatment Program Coordinator, Field Services Manager, historical data records
Troubleshooting and correcting hauled waste receiving kiosks.	Field Services staff, Maintenance staff (mechanics and E/I)
Determining industrial compliance and achievement awards status	Pretreatment Program Coordinator, Public Affairs & Communication staff, SIU permits, analytical reports, data spreadsheets

SECTION 13 ..... WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS		
<b>Frequency:</b> Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Title/Description of Contact	Purpose of Contact	Frequency
Haulers	Operation of hauled waste receiving stations including training, reviewing records, and troubleshooting kiosks.	Daily
Pretreatment Program Coordinator	Update, problem solving, and resources.	Daily

**NEW Water  
Job Description**



Field Service Technicians	Update, problem solving, and resources.	Daily
Field Services Manager	Informative and update on programs, problem solving.	As Needed

**SECTION 14 .....SUPERVISION / MANAGEMENT AUTHORITY**

Action	Yes	No	Provides Input
Screen / Interview Applicants	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hire / Promote Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provide Written / Verbal Warnings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Suspend Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Terminate Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prepare Work Schedules	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Project Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provide Work Direction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evaluate Performance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coach Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Train Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approve Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approve Time Off	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Develop / Implement Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evaluate and Approve Exceptions to Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Classification / Compensation Changes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employees <u>Directly</u> Supervised	
# Employees	Job Title
	N/A
Employees <u>Indirectly</u> Supervised	
# Employees	Job Title
	N/A

**SECTION 15.....WORK ENVIRONMENT / WORKING CONDITIONS / PHYSICAL REQUIREMENTS**

Work is performed mainly in an office environment; however, the incumbent may be exposed to hazardous environments on an exception basis.

**SECTION 16 .....ADDITIONAL COMMENTS**

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**THIS JOB DESCRIPTION IS INTENDED TO IDENTIFY ESSENTIAL DUTIES AND ALSO ILLUSTRATES OTHER TYPES OF DUTIES THAT MAY BE ASSIGNED TO ITS INCUMBENTS. IT SHOULD NOT BE INTERPRETED AS DESCRIBING ALL OF THE DUTIES THAT WILL BE REQUIRED OF EMPLOYEES OR BE USED TO LIMIT THE NATURE AND EXTENT OF ASSIGNMENTS THAT AN INDIVIDUAL IS REQUIRED TO PERFORM.**

JOB DESCRIPTIONS ARE SUBJECT TO REVISION AT ANY TIME AT THE DISCRETION OF MANAGEMENT.