

**NEW Water
Job Description**



SECTION 1 DEMOGRAPHIC INFORMATION			
Job Title	Treatment Intern	Division	Operations
Department	Treatment	Reports To (Job Title)	Treatment Manager
Full-Time / Part-Time	Part-time	Part-Time (Hrs per Wk)	Varies-Seasonal
Pay Grade	\$15.68 (2022 Pay Structure)	Exempt/Non-exempt	Non-exempt
Adoption Date (original job description date)	02/05/14	Last Revision Date	12/07/2021
Approved By (generally same as "Reports To")	Treatment Manager	Human Resources Approval Date	12/09/2021
Director Approved By (Job Title)	Director of Operations		

SECTION 2 JOB SUMMARY
In support of the NEW Water culture of Safety, Respect, Team, and Environment, the Treatment Intern works closely with all members of the Treatment staff to provide assistance on the operation of NEW Water's two wastewater treatment facilities. With the proper training and supervision, this position can complete many tasks that a treatment operator may normally perform.

SECTION 3..... DESCRIPTION OF ESSENTIAL RESPONSIBILITIES & DUTIES	
Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed	
Description of Duties	Frequency
Key Area: Plant Operation Support	55% of job
Perform rounds on various equipment and processes, and fill out process data spreadsheets to monitor their operation.	Daily
Monitor plant process operations.	Daily
Assists operations staff in troubleshooting equipment and process issues.	Daily
Replenish and distribute various treatment supplies: office supplies, safety supplies, sampling supplies, etc.	As Needed
Performs general housekeeping duties.	As Needed
Key Area: Plant Sampling Support	30% of job
Collects samples throughout the wastewater treatment processes.	Daily
Use laboratory equipment to analyze samples for pH, dissolved oxygen, TSS, % solids, and other process related parameters.	Daily
Analyzes process information and record data.	Daily
Key Area: Plant Optimization Support	15% of job
Assist in plant operational optimization efforts and data collection.	As Needed
Assist in potential plant pilot projects and data collection.	As Needed
Assist in potential research projects and data collection.	As Needed
Other:	
Perform other job related duties as assigned.	
Participates in monthly safety trainings as directed by the Health Safety and Security Coordinator.	
Promote and enhance environmental, health, and safety compliance within the work environment and actively engage in improvement efforts.	
Follow organizational policies and procedures.	

SECTION 4 EDUCATION REQUIRED	
Minimum Level of Education	Field(s) of Study
High School Diploma	
Additional Information Regarding the Required Education:	Must be a student working toward an associates or bachelor's degree in environmental science, waste management, wastewater treatment, or a related discipline.

SECTION 5 EXPERIENCE REQUIRED	
Years of Experience	None
Other Specific Experience Required or Preferred	

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.	Yes	
Preferred Certification/Licensure		

SECTION 7 ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES
<p>Students in this position should have basic knowledge of general wastewater treatment processes. Individuals should have basic computer skills. Strong technical skills and abilities.</p> <p>Considerable teamwork skills and leadership abilities are required. Students in this position must be professional, reliable, and able to work effectively with NEW Water staff and outside vendors.</p> <p>Ability to follow complex directions and organize and accomplish tasks with minimal supervision. Must be a self-starter. Must demonstrate initiative and the ability to work independently in a self-directed environment while maintaining a safe work environment.</p>

SECTION 8 SOFTWARE / TECHNOLOGY UTILIZED
Computers, Copier, Microsoft Outlook, Word, Excel, SharePoint, Rockwell FactoryTalk (SCADA), ExecuTime (Time and Attendance).

SECTION 9 EQUIPMENT / MACHINERY UTILIZED
Laboratory and handheld equipment, small tools, sump pumps, fire hoses, motorized vehicles.

SECTION 10 JUDGMENTS / DECISION-MAKING: IMPACT	
Description of Duties	Check One
Job Centered / Work Unit: <u>Decisions made</u> are typically isolated to an individual's job or work unit.	<input checked="" type="checkbox"/>
Department-Wide: <u>Decisions made</u> 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"/>
Multiple Departments: <u>Decisions</u> are made on behalf of and impact across multiple departments; or across several sections of a significantly large department.	<input type="checkbox"/>
Entire Organization: <u>Decisions</u> 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		
Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Example of Decision / Judgment (3-5 examples)	Job Title of Who Reviews (If Anyone)	Frequency
Maintain and clean composite samplers to ensure that samples are representative.	Treatment Manager, Treatment Leaders, Operations Trainer and Operators	Daily
Prioritize job tasks and ensure all duties are being complete.	Treatment Manager, Treatment Leaders, Operations Trainer and Operators	Daily
Perform non routine tasks to ensure that equipment and treatment processes are operating as designed.	Treatment Manager, Treatment Leaders, Operations Trainer and Operators	Daily

SECTION 12 PROBLEM SOLVING	
Example of Problem (3-5 examples)	Resources Used
Assist operators in troubleshooting equipment failures.	Operators, SCADA
Help reduce safety incidents by keeping workspaces clean and safe.	Various tools
Suggest process adjustments based on results of analyzed samples.	Operators, Lab equipment

SECTION 13 WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS		
Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Title/Description of Contact	Purpose of Contact	Frequency
Operations Trainer	Guidance for day to day tasks and special projects.	Daily
Treatment Operators	Support for treatment plant operation.	Daily
Treatment Leaders	Guidance for tasks and special projects.	Twice Weekly
Treatment Manager	Guidance for tasks and special projects.	As needed
Environmental Programs Staff	Provide assistance with watershed sampling.	As needed
Interdepartmental	Provide support on organizational wide projects/initiatives.	As needed

SECTION 14SUPERVISION / 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
Refer to ErgoFactor Job Analysis for the Operator position for details.

SECTION 16ADDITIONAL COMMENTS
May be assigned to work rotating shifts Monday through Friday from 7:00 a.m. to 3:30 p.m. or 3:00 p.m. to 11:30 p.m. with a 20 minute paid lunch period. May be assigned to work other hours as deemed necessary.

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.