



April 2024
STUDENT INTERNSHIP

STUDENT INTERN-SAFETY AND COMPLIANCE

DEFINITION

Under direct supervision of Maintenance Superintendent or Safety and Compliance Administrator, the Safety and Compliance student intern assists staff to perform basic level work.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Maintenance Superintendent or Safety and Compliance Administrator. No supervision of staff is exercised.

SUPPLEMENTAL INFORMATION

Internships are to provide meaningful training and work experience for high school/college students pursuing academic studies related to the district's mission and goals.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative only)

- Safety program development
- Review and update chemical Safety Data Sheet database.
- Review of OSHA Safety regulations and how updates relate to wastewater facilities.
- Inspect and evaluate workplace environments, equipment, and practices for regulatory compliance.
- Promote safety goals and brainstorm safety ideas.
- Perform recordkeeping functions.
- Participate in accident investigations to identify cause(s) and corrective actions.
- Assist with conducting hazard assessments for processes and equipment.

QUALIFICATIONS

Knowledge of:

- Basic computer skills
- Interest in environmental and safety regulations.

Ability to:

- Be organized and detailed when completing tasks.
- Learn new skills.
- Follow verbal and written plans.
- Employ a customer service approach.
- Operate standard office equipment including computer and printer.
- Communicate effectively both orally and in writing.

EDUCATION

- Enrolled in high school or a General Education Development/Diploma GED program.

Physical Demands

Must possess mobility to work in a wastewater treatment plant; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone and radio. Employees primarily work both indoors and outdoors. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to handle computer equipment.

Environmental Elements

Interns are occasionally exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes.