



GOLETA SANITARY

Water Resource Recovery District

Job Description

Job Title: Intern with Industrial Waste Control
Department: Plant Operations
Reports To: Industrial Waste Control Officer
FLSA Status: Part-Time Non Exempt (Non-Salary)

SUMMARY

Under general supervision of the Industrial Waste Control Officer, performs field work including sampling and inspections as well as administrative duties including filing, data entry, and interaction with the public. This part-time temporary position is for a maximum of 999 hours. Days and hours vary. GSD's Intern Program has been established to provide an opportunity to gain practical field experience by working under direct supervision of the IWC Officer. The Program Goal is to introduce students to the water resource recovery practices/concepts and possibly prepare qualified individuals for career in the water industry.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the Industrial Waste Control Officer in implementation of various tasks including the following:
 - Conducts non-domestic user survey of local businesses
 - Collects and catalogues data from surveys into Access database
 - Filing of documents related to industrial waste control permitting
 - Assist with wastewater sampling
 - Physical inspections of industrial user sites, including facilities' wet processes, chemical storage, waste storage, and floor drains

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

This position requires a high school diploma, some college level course work in environmental science, engineering, or general sciences in preferred.

MENTAL DEMANDS

While performing the duties of this class, employees are regularly required to use oral and written communication skills; read documents or instructions; analyze and solve problems; observe and interpret data or information; use simple math and mathematical reasoning.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine correspondence. Ability to speak effectively with customers or employees of District.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent and to draw and interpret graphs. Ability to understand and perform data entry, Microsoft Office Suite, Access program functions.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid California Class C driver's license with a satisfactory driving record.

COMPUTER AND COMMUNICATION SKILLS

Must be proficient in operating computer systems, utilizing several software programs including, but not limited to, word processing, accounting, spreadsheets, database, etc. Filing in alphabetic order.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; talk; hear; use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds. Sampling may require occasionally lifting and/or moving up to 100 pounds with equipment, provided by the District.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.