

**REGIONAL WATER RESOURCE AGENCY  
JOB DESCRIPTION**

**Job Title:** Engineering Summer Intern  
**Department:** Engineering  
**Reports to:** Assistant Director of Engineering  
**FLSA Status:** Non-Exempt  
**Pay Rate:** \$15.00 per hour  
**Revised Date:** March, 2024  
**Physical and Environmental Requirements:** Heavy  
**Respirator Required:** No  
**Supervisory Responsibilities:** None  
**Work Hours (typically):** 7:00am – 3:30pm, M-F

**DUTIES AND RESPONSIBILITIES:**

- Locates sewer manholes throughout the RWRA sewer system; extracts 75 lb. manhole lids using proper lifting equipment
- Inventories and evaluates structural integrity of sewer manholes and any inflow and/or infiltration of existing storm conveyances into the sewer system, using predefined rating system
- Inventories existing storm connections to the sewer system
- Collects locations of pipes and manholes referencing existing visible landmarks
- Performs general data entry related to Geographic Information System (GIS)
- Walks long distances (1 mile or more per day in residential, urban or rural areas) while carrying various hand tools
- Assists RWRA Engineering in a variety of engineering related functions
- Duties and responsibilities may be changed and/or additionally assigned by Management at any time

**EDUCATION:**

Minimum requirements include a High School Diploma or General Educational Development (GED) Credential. At least one year of college, preferably in Engineering.

**EXPERIENCE:**

Construction or engineering-related field experience preferred, with moderate level computer skills.

**MINIMUM QUALIFICATIONS:**

Must be 18 years of age or older. Must pass the drug and alcohol test and background check. Must meet minimum physical requirements for the job as set forth by the organization's physician.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to public, clients, and other employees of the organization.

**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 and percentage, as well as to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed, but uninvolved, written or oral instructions. Ability to deal with problem situations involving concrete variables in standardized circumstances.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid driver's license, prior to employment.

**COMMENTS:**

All employees of the Regional Water Resource Agency (RWRA) must adhere to the applicable provisions of the RWRA Employee Handbook, RWRA Drug & Alcohol Policy, and any other local, state, or federal regulations that apply. RWRA is a drug-free workplace; therefore, all employees are subject to drug and alcohol testing.

**ACKNOWLEDGMENT:**

I acknowledge that I have read the job description and requirements for the Engineering Summer Intern position, and I certify that I can perform these functions.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**SUMMARY OF STANDARD WORK REQUIREMENTS  
NEEDED TO PERFORM ESSENTIAL JOB DUTIES**

Job Title: Engineering Summer Intern

Job Class: Heavy (51-100 lbs)

**A. POSITIONAL DEMANDS**

	Never (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (67-100%)
1. Standing			X	
2. Walking			X	
3. Sitting				X
4. Balancing		X		
5. <b>Climbing:</b>				
a. Stairs		X		
b. Ladders		X		
6. <b>Reaching:</b>				
a. Forward			X	
b. Overhead		X		
7. Stooping		X		
8. Crouching		X		
9. Kneeling		X		
10. Crawling	X			
11. Feeling			X	
12. <b>Grasping:</b>				
a. Simple Hand			X	
b. Firm Hand		X		
13. Fingering		X		
14. Object Handling			X	
15. Operating Controls				X

**B. PHYSICAL DEMANDS**

<b>1. Lift:</b>				
a. Up to 10 pounds			X	
b. 11 to 20 pounds		X		
c. 21 to 35 pounds		X		
d. 36 to 50 pounds		X		
e. 51 to 75 pounds		X		
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			
<b>2. Carry:</b>				
a. Up to 10 pounds			X	
b. 11 to 20 pounds		X		
c. 21 to 35 pounds		X		
d. 36 to 50 pounds		X		
e. 51 to 75 pounds	X			
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			
<b>3. Push:</b>				
a. Up to 10 pounds		X		
b. 11 to 20 pounds		X		
c. 21 to 35 pounds	X			
d. 36 to 50 pounds	X			
e. 51 to 75 pounds	X			
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			

	Never (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (67-100%)
<b>4. Pull:</b>				
a. Up to 10 pounds		X		
b. 11 to 20 pounds		X		
c. 21 to 35 pounds	X			
d. 36 to 50 pounds	X			
e. 51 to 75 pounds		X		
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			

**C. SENSORY REQUIREMENTS**

<b>1. Vision:</b>				
a. Far		X		
b. Near				X
2. Depth Perception		X		
3. Color Discrimination		X		
4. Field Vision		X		
5. Accommodation		X		
<b>6. Perception:</b>				
a. Spatial		X		
b. Form		X		
7. Feeling		X		
8. Speaking			X	
9. Hearing			X	

**D. WORK ENVIRONMENT (Exposures)**

1. Inside Environment			X	
2. Weather Conditions		X		
3. Temperature		X		
4. Cold		X		
5. Heat		X		
6. Wet/Humidity		X		
7. Biological Agents		X		
8. Human Body Fluids		X		
9. Chemicals		X		
10. Hazardous Materials		X		
11. Floor Surface			X	
12. Lighting		X		
13. Vibration	X			
14. Unprotected Heights		X		
15. Confined/Cluttered		X		
16. Moving Equipment		X		
17. Fumes/Airborne Particles	X			
18. Hazards	X			