



**Valley County Water District  
Job Class Specification  
Internship**

**General Purpose**

Under general direction of the Operations & Maintenance Manager, performs a variety of tasks in the operation, maintenance, and distribution systems and facilities; specifically, replacing meters, reading meters, removing debris from meter boxes, making general repairs on meters, and performing related duties as assigned.

**Essential Duties and Responsibilities**

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Performs work in the installation, replacement, repair and maintenance of water meters, valves and related equipment.
2. May assist in the operation of automatic and manually controlled equipment, motors and pumps.
3. Reads residential, commercial, and fire protection meters on assigned routes; uses hand-held meter reading device;
4. Receives and completes service orders, including requests for new service establishments, closed account disconnections, billing corrections, billing adjustments, service investigations, water conservation notices, and other general requests.
5. Answers questions and informs customers in matters dealing with leaks, water utility service problems, and general District information.
6. Operates light power-driven equipment including but not limited to backhoe, pickup trucks, air compressors, jackhammers, cutting torch and hand tools.
7. Performs maintenance and repair tasks to District buildings, structures and facilities.
8. Operates various District vehicles to travel to various facilities.

**Desired Minimum Qualifications**

To succeed as an intern at Valley County Water District, individuals must be willing to learn, take initiative, and have ambition. The following are specific qualifications required for interns at Valley County Water District:

***Knowledge of:***

1. Basic practices, materials and equipment used in water systems installation, maintenance and repairs.
2. Appropriate use of tools, materials, and equipment used in water utility service installation, maintenance, and repair work.
3. Mathematical principles related to water measurement and distribution systems.
4. Methods and precautions for handling and storing potentially hazardous chemicals.
5. Safety practices and methods conforming to applicable District and OSHA policies and procedures.

**Ability to:**

1. Read consumption meters and maintain accurate records.
2. Perform work assignments in the installation, maintenance and repair of water service systems.
3. Operate motor vehicles and power-driven equipment used in the installation and maintenance of District facilities.
4. Use proper safety precautions
5. Read and interpret piping and distribution diagrams.
6. Establish and maintain cooperative working relationships.
7. Communicate tactfully and courteously with the public.
8. Exercise independent judgment within established guidelines.
9. Follow verbal and written directions.
10. Perform mathematical calculations.

**Training and Experience:**

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities outlined above would be:

1. Graduation from high school or G.E.D equivalent;
2. Knowledge of and ability to perform general maintenance tasks;

**Licenses; Certificates; Special Requirements:**

1. Possession of a valid California driver's license issued by the State Department of Motor Vehicles is required.
2. Proof of a satisfactory driving record as evidences by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration, and maintenance of insurability by the District's insurance carrier.
3. Preferred licenses include a California Water Treatment Operator Grade 1 certificate or a California Water Distribution Operator Grade 1 certificate.

**Physical and Mental Demands**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

1. Must be able to carry, push, pull, reach and lift equipment and parts weighing 40 pounds.
2. Stoops, kneels and climbs during regular duties.
3. Works in an environment with exposure to dust, dirt and significant temperature changes.
4. Walks on uneven ground for extended periods of time.