



**BOARD OF PUBLIC WORKS  
JOB ANALYSIS SCHEDULE  
WASTEWATER TREATMENT PLANT INTERNSHIP – ADMINISTRATIVE - UTILITY SYSTEM  
*Non-Exempt-Non-Safety Sensitive***

**WORK PERFORMED:**

The Hannibal Board of Public Works Wastewater Intern will work within the Wastewater Treatment Plant, assisting and supporting the Wastewater Supervisor and Wastewater Staff with the oversight of all aspects of the Wastewater Treatment Plant operations and administration of the treatment of wastewater under the intense supervision of the operators. The intern will assist in the analysis and testing of wastewater samples and other lab tests, along with other administrative reporting. The Intern will have the opportunity to be involved in the daily operations and functions of the Board of Public Works Wastewater Treatment Plant.

The Intern's responsibilities include assisting with: Maintenance and Operations of Wastewater Plant; Lab Testing policies and procedural manuals; Work with mentors to learn about the HBPW treatment process and opportunities within the industry. Attend operational and administrative meetings for the direct operations of the wastewater treatment. The Intern must comply with all of the Board's policies, procedures and safety regulations.

**ESSENTIAL AND RELATED JOB FUNCTIONS**

**Treatment Process:**

- Participate in assisting with performing routine monitoring in the operation of the wastewater treatment and maintenance.
- Assist Operators with collecting samples routinely to ensure plant compliance.
- Assist Operator with the operations of the pumps, sludge press, motor, feeders, valves and other equipment.
- Assist Operators with operational reports, or logs related to plant operational activities under supervision or mentor.
- Assist with projects assigned by the Wastewater Supervisor.

**Lab:**

- Assist with the performance and collection of various samples of chemical and physical analyses.
- Assist with data entry for state compliance, Department of Natural Resource Reporting.
- Assist with all other standardized testing, for quality control.

**Compliance:**

- The Intern will work with the Wastewater Supervisor to learn and understand the history of treating wastewater in the United States and the local community.
- The Intern will state requirements in issuing I NPDES permits, and state laws for treating wastewater and permits.
- They will learn the compliance for NPDES permit, limit requirements for permits, and how we are to meet those limits, along requirements specific to each plant, and requirement for all plants.
- The Intern will also learn about wastewater pretreatment, how it affects the plant, and local industries.
- The Intern will have training on EPA standards 40 CFR Part 403-General Pretreatment Regulations.
- They will learn what constitutes Significant Users, Non-Significant Users, and Categorical Users.
- Assist with compliance reports, and other forms for state, and the EPA monthly and annual reporting requirements.
- The Intern will have training on and understand 40 CFR Part 503 (Standards for the use of or disposal of Sewage Sludge)

**SKILLS**

Microsoft Office Suite and Windows based programs. Excellent oral and written communication skills. Ability to work well and interact with members of the public as well as members of the HBPW's various departments. Ability to act with integrity, and professionalism. Must be a quick learner.

The Intern must have the desire to participate in and contribute in HBPW government. Preferred Biology and / Chemistry experience. Intern must be self-motivated, possess good organizational skills, be detail-oriented,

The intern will gain experience in municipal government, working in an office/lab environment and will gain field experience outdoors.

### PHYSICAL DEMANDS

The physical capabilities of the Intern are described in relation to those needed to successfully perform the essential job functions; however, reasonable accommodations shall be made to enable persons with disabilities to perform said functions. The position involves an office workplace/lab, with hand-eye coordination needed to operate the various pieces of equipment. The Intern will have exposure gas, chemicals and solvents.

The Inter will be required to work outdoors and may be exposed to dust, dirt, grease and occasional inclement weather. The performance of the job requires the Intern to walk, sit, talk, hear, and use hands and fingers for job functions, ability to reach with hands and arms, and the ability to lift at least 25 pounds.

The Intern is required to comply with all safety regulations of the HBPW. The Intern is a non-Safety sensitive position, not directly affecting the safety and wellbeing of field workers or the public. All positions must comply with the HBPW Drug Free Workplace policy.

This Interns job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the Interns job change.

03/22