

HRSD

Position Description: Asset Management Intern

Section I. Position Reference Information

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|----|----------------------|---------------------------------------------|
| a. | Department | Engineering |
| b. | Division | Asset Management |
| c. | Position Title | Asset Management Intern |
| d. | Immediate Supervisor | CMMS Analyst / Condition Assessment Manager |
| e. | Work Center | Engineering/Virginia Beach |
| f. | Grade | Flexible hours with school schedule |

Section II. Position Summary

This internship position will assist the Asset Management division with engineering tasks, such as data analysis, database management, equipment life cycle cost calculations, GIS and CAD support, and other office and field support, as needed, to support the planning and maintenance of HRSD's infrastructure.

Section III. Examples of Position Duties

The Asset Management Intern is responsible for the following duties:

- a. Engineering Plan Review
- b. Data Entry and database report development
- c. Reviewing and analyzing operational and maintenance data to identify trends
- d. Creating and maintaining databases
- e. Statistical modeling
- f. Field and office research
- g. Other duties as assigned

Section IV. Qualification Standards

Education:

Required--Currently enrolled college students from an accredited college/university pursuing undergraduate degrees in Engineering, Computer Science, GIS, Environmental Science, or related field

Desired--Rising Junior or Senior from an accredited college/university pursuing undergraduate degrees in areas of Civil, Mechanical, Electrical, Modeling & Simulation, or Systems Engineering

Knowledge, Skills, & Abilities:

Desired- Statistics principles, equipment maintenance, and construction

Must be able to communicate clearly with all levels of HRSD staff and have strong interpersonal skills

Must support a diverse and inclusive work environment where differences are respected and embraced

Must be able to perform simple engineering and mathematical calculation

Must be able to follow technical instructions, procedures and schedules

Working knowledge of email, GIS, Word, Excel, PowerPoint

Special Licenses:

Required- Valid Driver's License from state of residence

Section IV. Working Requirements

Must be able to work in varying weather conditions, both indoors and outdoors. Must be able to work around chemicals, fumes, moisture, heat, noise, gases odors meeting all HRSD Safety Requirements.

Physical Requirements

Work requires ability to lift moderate loads (up to 50 pounds). Over 25% of work involves walking, climbing, standing and bending. Most of work involves working on technical issues with engineering staff and operational activities thus construction experience is highly desirable.

Candidates must have the physical dexterity to accomplish the duties, in a manner noted, as referenced in the above sections.

Section V. Other

Must be able to secure and maintain security clearances for appropriate access credentials for all government facilities subject to HRSD business.
Must be currently authorized to work for any U.S. employer.