

**HRSD**  
**Position Description: TSD Intern**

**Section I. Position Reference Information**

- |    |                      |   |
|----|----------------------|---|
| a. | Department           | Water Quality                                 |
| b. | Division             | Technical Services                            |
| c. | Position Title       | TSD Intern                                    |
| d. | Immediate Supervisor | WQ Supervising Specialist                     |
| e. | Work Center          | WQSB/SPL                                      |
| f. | Pay                  | 15.00/hr                                      |
| g. | Hours                | Minimum of 20 hours/week (weekdays preferred) |
| h. | Duration             | 12 months w/ extension possible               |

**Section II. Position Summary**

The TSD Intern is responsible for:

- a. Specific tasks of a complex nature for projects related to environmental monitoring, sampling, and analysis.
- b. Providing support to research efforts concerning wastewater treatability.
- c. Data input and organization of data. Must also present data findings to a group.

**Section III. Examples of Position Duties:**

- a. Collecting wastewater samples and assisting with wastewater treatability experiments
- b. Assist with studies designed to characterize wastewater and improve treatment, to quantify microorganisms, and other tasks related to improving wastewater treatment efficiency
- c. Conduct sampling according to established protocols which may include the collection of field measurements such as pH, temperature, dissolved oxygen, etc.
- d. Completes all necessary paperwork, including data sheets, legal chain of custody forms and sample analysis requests
- e. Completes spreadsheet inputs and performs statistical analyses
- f. Works directly with the Environmental Scientist to establish project goals and track progress
- g. Conducts independent data gathering and data analysis and performs some data interpretation
- h. Prepares written reports associated with sampling activities and assists with SOP development and review
- i. Performs other duties as assigned

**Section IV. Position Contacts**

a. Internal Contacts

<i>Contact</i>	<i>Purpose</i>	<i>Frequency</i>
WQ Supervising Specialist	Coordinate work schedule, resource needs and availability	Daily
Environmental Scientist	Review project goals and needs, report on project results and progress	Monthly
WQ Specialist	Training and technical assistance	Daily

**Section V. Position Accountabilities and Expectations**

- a. Promotes the Mission, Vision and Values of HRSD with a focus on team building and quality improvement
- b. Ensures that all decisions are in accordance with HRSD values
- c. Adheres to HRSD, State and EPA approved policies, procedures and programs
- d. Follows instructions, shows initiative and exhibits dependability
- e. Interns will be required to provide a ~20 minute presentation to the Technical Services Division in the 12<sup>th</sup> month of their employment with HRSD. The presentation will cover projects and technical topics the intern has been involved with at HRSD. The Environmental Scientist will work with the Intern to coordinate and oversee the presentation preparation and delivery event.

**Section VI. Working Conditions**

- a. Must be able to perform technical work in a team-oriented culture
- b. Must work in a variety of weather conditions (indoor and outdoor work required)
- c. Work environment may be routinely hot, cold, misty and/or unventilated
- d. Work environment requires employees to handle, with protection, hazardous materials

**Section VII. Physical Requirements**

- a. Must have the physical dexterity to accomplish the duties defined herein
- b. Must be able to identify colors used in work
- c. Work requires ability to lift loads (20-50 pounds)
- d. Over 50% of work involves walking, climbing, standing or bending
- e. Works, at times, in an OSHA designated noise environment (>85 decibels) and designated confined spaces

**Section VIII. Other**

- a. Medical certification of physical requirements may be required
- b. Must be currently authorized to work for any U.S. employer
- c. Must be able to secure and maintain any security clearance required

**Section IX. Qualification Standards**

- a. Education
  - 1. Required
    - Must be an undergraduate college student
  - 2. Desired
    - Coursework in science
- b. Experience
  - 1. Desired
    - Demonstrates the capability to operate and maintain complex scientific monitoring and sampling equipment and has the ability to follow complex technical directions
- c. Job-specific Technical Competencies
  - 1. Desired
    - a) General knowledge of field and laboratory equipment, sampling and analytical methods and procedures pertaining to an assessment of environmental impacts

- b) Ability to communicate effectively, both orally and in writing, and to prepare clear and concise reports of a technical nature.
- c) Ability to utilize spreadsheets and presentation software (i.e. MS Excel, MS Powerpoint)
- d. Special Licenses
  - a) Valid driver's license (from state of residence)
  - b) May be required to obtain a Coast Guard Safe Boater Certificate
  - c) May be required to obtain an HRSD confined space certification