



Ute Water Conservancy District Job Description

Job Title:	Water Treatment Facility Intern
Job Code:	Water Treatment Operations
Salary Range:	\$18.50 - \$19.00 hourly
Department:	Treatment & Source
Reports To:	Lab Manager
FLSA Status:	Non-Exempt/Temporary
Compensation Factor(s):	Education, Training & Experience; Merit System; Seniority
Prepared Date:	January 2023
Revised Date:	January 2025

SUMMARY

The Water Treatment Facility Intern reports to the Laboratory Manager and is responsible for assisting the Water Treatment Operations department with regulatory compliance, source sampling, water treatment, and day-to-day duties to assist with maintenance and operation of the water treatment facility in pursuit of the District's objectives by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performance of duties follows standards, policies, and plans established by the District as well as applicable federal, state, and local regulations.

- Responsible for assisting the Water Treatment Operations department with regulatory compliance, source sampling, water treatment, and day-to-day duties to assist with maintenance and operation of the water treatment facility.
- Efficiently performs a variety of duties in assisting the laboratory with non-compliance distribution sampling, including using laboratory equipment to determine, pH, temperature, and chlorine residuals.
- Assists with coordinating distribution system flushing in areas determined through this testing.
- Aids in the collection of water samples in the District's watershed by helping load and unload boats and gear and working with the Water Resource Specialist to obtain samples.
- Assists with treating the Jerry Creek reservoirs and collecting and managing reservoir data from the Sonde data logger.
- Regular or continuous public contact is an essential duty of this position. Interacts respectfully and professionally with other employees and the public.

- Operates a motor vehicle.
- Operates a variety of equipment including power and hand tools, and an OHV.
- Demonstrates reliable and consistent job attendance.
- Performs the essential functions listed on pages 3 and 4 of this job description.

GENERAL DUTIES

- General duties may be assigned. May assist in other areas as assigned.
- Management retains the discretion to change the duties of the position at any time.

MINIMUM QUALIFICATIONS AND REASONABLE ACCOMMODATION

To perform this job successfully, an individual must perform each essential duty and all job requirements satisfactorily. The requirements detailed within this job description are representative of the knowledge, skills, certifications, licenses, registrations, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. To request an accommodation, please contact the Human Resources department. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed.

Must be at least 18 years of age.

SUPERVISORY RESPONSIBILITIES

This job does not have any supervisory responsibilities.

EDUCATION, EXPERIENCE, CERTIFICATES, LICENSES, and/or REGISTRATIONS

Required: High school diploma or general education degree (GED).
Six (6) months of work experience directly related to position.
Enrollment as a continuing student in a degree program at an accredited institution.
A valid Colorado Driver's license.

Any equivalent combination of certification, education, or experience that provides the required skills, knowledge, and abilities of the position.

LANGUAGE AND COMMUNICATION SKILLS

- Communicates in English.
- Both verbal and written communication skills are critical to this position.
- Read, interpret, apply and understand documents such as safety rules, data spreadsheets, safety data sheets, etc.
- Communicates thoroughly and concisely with all District employees, board members, and non-employees.

COMPUTER SKILLS

- Must be proficient in the use of computers and mobile devices, including software such as Microsoft 365 and telecommunications platforms.
- Familiarity with District GPS and SPOT devices.



- Familiarity with the District's ESRI web mapping platforms including ArcGIS Field Maps.

MATHEMATICAL SKILLS

- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

- Uses discretion and tact when interacting with all District employees, board members, and non-employees.
- Applies common sense and sound judgement to perform the job duties and responsibilities.
- Works with a variety of variables to troubleshoot and solve basic problems.

INTERPERSONAL SKILLS

- Displays excellent interpersonal skills and maintains rapport with all District employees, board members, and non-employees.
- Works independently and as part of a team in pursuit of the District's objectives in the area of water quality and quantity, and overall treatment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job for eight (8) hours or more per day.

- Regularly required to talk and hear.
- Regularly required to stand, sit, walk, climb, balance, stoop, bend, twist, kneel, crouch, crawl, and work in awkward positions.
- Regularly required to reach with hands and arms, use hands and fingers to touch, handle, feel, or grasp objects, tools, and parts.
- Frequently lifts and/or moves up to 25 pounds, and occasionally up to 50 pounds.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and adjusting focus.
- Must perform all physical demands with or without reasonable accommodation.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job for eight (8) hours or more per day.

- This job is performed in an office setting as well as outdoors in various weather conditions, including extreme heat and extreme cold.
- Position works approximately 50% of the time indoors and 50% of the time outdoors.
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- Occasionally exposed to wet and/or humid conditions, and high, precarious places.
- The noise level is usually moderate.



- Temporary telecommuting arrangements may be approved based on extenuating circumstances such as a pandemic, inclement weather, special projects, business travel, reasonable accommodation, or other reasons, at the District's sole and absolute discretion, and only when approved by the General Manager in a written remote work agreement.

SAFETY REQUIREMENTS

- This is a safety sensitive position subject to drug and alcohol screening.
- Employees are automatically enrolled and required to participate in the District's emergency communication platform.
- Follows safe work practices according to industry and District standards.
- Wears and uses personal protective equipment as required.
- Uses a SPOT/GPS device when working in remote areas.

HOURS

- This is a non-exempt, temporary position.
- Typical work hours are Monday through Friday from 8:00am to 4:30pm
- Must work a 40-hour work week and overtime, with or without notice, when workload demand requires it.