



# *City of Hamilton Public Works*

*920 New York Ave  
Hamilton, Montana 59840*

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**To:** Interested Parties  
**From:** City of Hamilton – Public Works  
**Date:** May 28, 2019  
**Subject:** Wastewater Treatment Plant Internship

The City of Hamilton is looking for a summer intern to work in the lab at the Hamilton Wastewater Treatment Plant. This position is responsible primarily for performing regular chemical, bacteriological, and microscopic examinations of wastewater samples in the WWTP lab. Job duties consist of related analytical, administrative and technical duties. See attached job description for full description of work, job responsibilities, and requirements.

The normal working hours will be Monday through Friday 8:00am – 12:00pm for a period not to exceed 90 days. Starting wage will be \$14.31/hour with no benefits or paid holidays.

Interested applicants shall fill out a City of Hamilton Job Application Form, available on the City website or City Hall and return to the City Clerk no later than **June 14, 2019 at 5:00pm**. Questions regarding this position can be directed to the Director of Public Works, Donny Ramer at 406.363.6717 or [dpw@cityofhamilton.net](mailto:dpw@cityofhamilton.net)

**CITY OF HAMILTON**

**POSITION DESCRIPTION**

**PUBLIC WORKS DEPARTMENT SERVICE WORKER**

**POSITION: WASTEWATER TREATMENT PLANT STUDENT INTERNSHIP**

**DEPARTMENT: PUBLIC WORKS**

**ACCOUNTABLE TO: DIRECTOR OF PUBLIC WORKS & WASTEWATER  
TREATMENT PLANT LEAD**

**SUMMARY OF WORK:**

This position is a part time entry-level student internship that performs a variety of semi-skilled and skilled duties related to the operation and maintenance of the Wastewater Treatment Plant (WWTP). This position is responsible primarily for performing regular chemical, bacteriological, and microscopic examinations of wastewater samples in the WWTP lab. Job duties consist of related analytical, administrative and technical duties. Successful performance contributes to the efficiency and effectiveness of plant operations and ensures compliance with state and federal regulations. Must exercise safety precautions in dealing with hazardous conditions, chemicals, or materials.

**JOB CHARACTERISTICS AND ESSENTIAL JOB FUNCTIONS:**

**Nature of Work:**

Work is that of a part time entry-level student internship at the Hamilton Wastewater Treatment Plant. Primary duties will include regular chemical, bacteriological, and microscopic examinations of wastewater samples in the WWTP Lab. Requires adherence to Federal, State and City safety standards and policies and proper use of safety equipment.

**Personal Contacts:** Daily yet limited contact with the public answering phones and requests for compost. Daily contact with the Wastewater Treatment Plant Lead and other public works department personnel and office personnel. Daily contact with the Director of Public Works.

**Supervision Received:** Receives supervision and job assignments from the Wastewater Treatment Plant Lead. Receives general supervision from the Director of Public Works.

**Supervision Given:** None

**Essential Functions:** Position requires the ability to communicate orally and in writing, maintain required records of daily work activities. May operate various types of equipment, including but not limited to, lab equipment, chlorine monitor, orthophosphate monitor, and hand tools: assists performing wastewater sampling and testing procedures, performs duties in the testing, recording and reporting of required lab testing. May also perform maintenance and minor repair of the wastewater treatment plant system, and assists in the sewer treatment plant and public works department building maintenance, and related activities. Contact with others is essential to the performance of duties and requires common courtesy, receiving and relaying information. This position will not require working weekends or holidays. This position will not respond to emergency calls.

**AREAS OF JOB ACCOUNTABILITY:**

**Primary function:**

Under supervision; assists in the operation and maintenance of the wastewater treatment plant system, sewer lift stations and sewer collection system and all its components; assists senior operators with wastewater monitoring program including lab and monitoring of treatment processes. Observers control panels and alarms; assists public works department staff with a variety of housekeeping, maintenance and repair work within the wastewater treatment system; receives and follows instructions to complete work assignments in a timely, safe manner; may work with public works department crews as assigned; may perform building maintenance, facilities and grounds maintenance as assigned; works independently and completes assignments with supervision; performs work under the supervision of certified and qualified personnel; adheres to safe work practices, use of safety equipment, follows safety rules and policies.

**JOB REQUIREMENTS:**

**General Qualifications:** To qualify for the Student Intern position, individuals must be enrolled in a full-time or part-time academic or vocational program or curriculum which is directly related to the work the Intern would be performing for the City. Student Interns are classified as short-term employee and will work 20 hours per week from 8:00 a.m. to 12:00 p.m. The position will generally run from June 1<sup>st</sup> to August 31<sup>st</sup> not to exceed 90 days. Interns must have the ability to: complete basic arithmetic calculations; efficiently and accurately use computer software programs; communicate effectively both orally and in writing; and, if required, have the ability to work outside periodically.

**Knowledge:** This position requires obtaining a general knowledge of operation and maintenance of the wastewater collection and treatment system, basic knowledge of hydraulics, water chemistry, biology, and math. Knowledge of Federal, State and City safety regulations and policies. Basic knowledge of telemetry control systems, general knowledge of construction.

**Skills:** This position requires training to become proficient in the operation and maintenance of the wastewater treatment plant, sewer lift station(s) and sewer collection system, including all components and testing equipment. This position requires basic knowledge of hydraulics, water chemistry, biology, and math.

**Abilities:** This position requires the ability to accept, understand, follow verbal and written instructions, complete work assignments in a professional and timely manner, work with assigned crews and follow instructions, work in all type of weather conditions and temperature variations, follow safety policies and regulations, manipulate objects and hand tools, establish effective working relationships with fellow employees, supervisors and the public.

**EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- Currently enrolled in High School or a High School diploma and currently enrolled in post-secondary education.
- Basic knowledge of hydraulics, water chemistry, biology, and math.

Modified 5/14/2019

Approved 5/21/2019