

**PORTSMOUTH WATER AND FIRE DISTRICT  
JOB OPENING AND DESCRIPTION  
March 23, 2023**

**Summer Internship 2023**

**A. POSITION:**

1. One Open Position:
  - a. Student Intern

**B. REPORTS TO:** Geographical Information Systems (GIS) Analyst and/or Operations Manager

**C. MAJOR DUTIES:**

1. Job shadow licensed Distribution System Operators as they perform responsibilities including but not limited to the following: repair and installation of transmission and distribution system facilities including pipe, valves, hydrants, fittings, electronic controls, and pumps; aid in water quality sampling and leak detection; utilize advanced metering infrastructure (AMI) and Supervisory Control and Data Acquisition (SCADA) systems.
2. In addition to shadowing staff, intern may perform a range of non-skilled tasks to accomplish a variety of routine functions, such as hydrant and valve maintenance.
3. Complete data entry into a work order system and scan drawings for archiving.
4. Gather Global Positioning System (GPS) data utilizing as-built records and state-of-the-art equipment to ground-truth, expose and assess various assets.
5. Input GPS data using GIS related software under the direction of the GIS Analyst.
6. Acquire real-time field data of water facilities under construction while job shadowing under the direction of a Distribution System Operator.
7. Learn and follow established safety policies and procedures to ensure a safe work environment.
8. Perform other related duties as assigned.

**D. QUALIFICATIONS:**

1. Education: Must be a full-time Junior or Senior in High School, participating in a work study program or a college student looking for summer internship.
2. Skills:
  - a. Ability to follow verbal and written instructions.
  - b. Ability to work in different weather conditions.
  - c. Ability to interact in a professional and pleasant manner with supervisors, employees, water customers and contractors.
  - d. Ability to properly and accurately document work completed, and conditions found.
  - e. Familiarity with computer applications MS Word, Excel and utilizing tablet and mobile devices; ability to learn internal software programs.
  - f. Maintain a valid driver's license.
3. Experience:
  - a. Good work history.
4. Personal Characteristics: Self Starter, proactive, dedicated, reliable, trustworthy, friendly, courteous, and professional appearance and demeanor.

**E. WORKING CONDITIONS:**

1. Hours: 32-hour week, 8:00 a.m. start time.
2. Lunch: 12:00 p.m. to 12:30 p.m., eat in field most days.
3. Significant hours of outside work in summer weather.
4. Ability to carefully carry, move and set-up GPS equipment.

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5. Personal vehicle for work required (IRS mileage paid to employee by District).
6. Safety equipment provided by District.
7. Tools provided by District.
8. Foul weather gear provided by District.
9. No smoking on District property or in District vehicles.
10. Alcohol free during work hours.
11. Illegal substance free.
12. The District is a Non-Union shop.

**F. COMPENSATION:**

1. Pay Rate: \$18.50 per hour – paid weekly.
2. Compensation also includes the experience of working with the engineering, GIS, and Operations staff of a public water utility, including exposure to the operation, maintenance, construction and repair of water system facilities. Additionally, intern will get exposure to various IT and facilities software.
3. There are **NO** fringe benefits, including but not limited to, health insurance, holiday pay, vacation pay, sick pay, pension, etc.
4. District provides Worker’s Compensation Insurance.

**G. APPLICATION FOR EMPLOYMENT:**

1. How to Apply:
  - a. Submit detailed resume including:
    - 1) **All** education including high school and beyond.
    - 2) **Any** relevant experience and training.
    - 3) A **complete** employment history with from and to dates and a description of duties.
    - 4) List at least three (3) references with at least one of the references being for prior employment. One reference may be educational. References should be familiar with applicant’s ability to meet the job requirements specified herein. Include name, title, company, and phone number of references.
  - b. Submit resumes by mail, direct delivery, or email to:

<p><b>General Manager Portsmouth Water and Fire District 1944 East Main Road P. O. Box 99 Portsmouth, RI 02871 info@portsmouthwater.org</b></p> <p><b>ATTN: Resume Enclosed</b></p>
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2. Resumes will be accepted until position is filled.
3. Candidates that are selected for an interview will be required to:
  - a. Fill-out an application form.
  - b. Submit required forms for criminal background check.

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4. Any candidate that submits a resume understands and agrees that the Portsmouth Water and Fire District will conduct a comprehensive background check on prospective employees through local, state and federal law enforcement agencies and credit agencies.
5. All applicants will eventually be notified by mail or email of the disposition of their submission.

H. EMPLOYMENT START DATE:

It is expected that the new hire will begin early to mid June.

I. The Portsmouth Water and Fire District is an Equal Opportunity Employer.

*The employment policies and practices of the Portsmouth Water and Fire District are to recruit and hire employees without discrimination because of race, color, religion, creed, national origin, age, gender, sexual orientation, marital status, veteran status or any other legally protected status or disabilities that do not interfere with job performance.*