

Title: <i>Summer Youth Employment/ USEPA Waterworks Interns</i>	Division: <i>Administration</i>
Level: <i>N/A</i>	Department/Location: <i>Varies</i>
FLSA Status: <i>Non-Exempt</i>	Employment Status: <i>Temporary</i>

SUMMARY

The ACUA partners with various organizations to offer unique work experiences and opportunities to youth interested in working in the waste management industry. Students interested in this position will be assigned to various departments in the organization, based upon interest and skill set. Applicants should be prepared to start work at the designated start time.

RESPONSIBILITIES

- Some duties include working facilities and fleet management as a general laborer.
- Students interested in administrative staff positions, IT, and engineering are all encouraged to apply.
- Perform duties as directed by Superior.
- As needed and/or directed, assist the ACUA with its environmental mission and commitment to excellent customer service, to include but not limited to: serve in an advocacy role, help with site tours, attend events and activities that the Authority participates in or sponsors.
- Remain compliant with all training requirements for this position. The training requirements for this position are located on InsideACUA in the Employee Resources section (Blue Box) under Training Resources.
- Specific job responsibilities will be shared upon selection.

MINIMUM REQUIREMENTS

- To be considered for this position, all interested employees *MUST* be at least 16 years of age and must be able to commit to 6 weeks of employment with a minimum of 20 hours per week.
- Applicants must carefully review the position’s *Requirements* and *Responsibilities*.

ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES

- Must be able to follow directions.
- Must have some computer literacy skills.
- Must be able to comprehend/ apply safety measures.
- Specific essential skills, knowledge, and abilities will be shared upon selection.

PREFERRED QUALIFICATIONS

- None

PHYSICAL REQUIREMENTS

The physical activities described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions are those functions that the employee who holds the position or the candidate that desires the position must be able to perform unaided or with the assistance of reasonable accommodations. When possible, reasonable accommodations may be made for persons who are disabled under the law. Reasonable accommodations are those accommodations which, as defined under applicable State and Federal law, enable disabled individuals to perform the essential functions of their job title and to meet the Employer’s expectations for the job title. While performing the functions of this job the employee:

Constantly communicates, converses and exchanges information with customers, the public and other employees in person, electronically and/or via telephone. Constantly operates computer devices and/or business productivity machinery. Must be able to remain in a stationary position for at least 50% of the time. Frequently moves about inside the office to access file cabinets, office machinery, etc. Must be able to remain in a stationary position for at least 50% of the time. Frequently moves about inside the office to access file cabinets, office machinery, etc. Occasionally moves and transports supplies and materials up to 10lbs. Frequently moves and transports supplies, materials, equipment and/or mechanical components up to 49lbs. Occasionally moves and positions self for extended periods to work in tight, close, high, and low workspaces. Occasionally operates hand, power, and other mechanical or maintenance tools and equipment.

Constantly operates all equipment and/or machinery associated with this job. Frequently moves and transports supplies, materials, equipment and/or mechanical components up to 49lbs. Frequently moves and positions self for extended periods to work in tight, close, high, and low workspaces. Frequently operates hand, power, and other mechanical or maintenance tools and equipment. Frequently ascends/descends ladders. Constantly moves about to inspect the grounds, buildings, property and/or equipment. Some occasional excavation will be required. Must be able to operate test instruments and tools requiring manual dexterity and good visual acuity. Must be able to be exposed to or work under the following conditions: near moving parts and large machinery, fumes or airborne particles, toxic or caustic chemicals, work in areas with excessive vibration, loud noises and risk of electrical shock. Must have close, distance, color, peripheral and depth vision. Constantly works safely at all times by observing all safety rules and regulations while utilizing all available safety equipment. Constantly works in all outdoor weather conditions.

Job Description Acknowledgement

<i>Employee (Print Name):</i>	<i>Employee's Signature:</i>	<i>Date:</i>
<i>Supervisor (Print Name):</i>	<i>Supervisor's Signature:</i>	<i>Date:</i>