

Lower Bucks County Joint Municipal Authority

JOB DESCRIPTION Engineering Educational Intern

Summary

This temporary summer internship/Coop technical position will assist the supervisory staff in the operation of the Authority's Water and Wastewater systems.

Work is supervised by the Managing Director or designee. Participant will gain excellent educational experience in Civil Engineering, specifically in the field of environmental engineering, while expanding working knowledge of the Authority and its vital systems.

Duties include but are not limited to:

- Assist in the development/updating of inventory of existing process equipment at Water Treatment and Wastewater Treatment Plants.
- Assist in preparation/updating of flow diagram of individual unit processes and unit operations of the Water Treatment and Wastewater Treatment Plants.
- Assist in compilation/updating all available process operational data and analytical data for the last 5-10 years to develop standard process operation guidelines for the Water Treatment and Wastewater Treatment Plants.
- Assist in collection/compilation of information in preparation of Operation and Maintenance Manual for Water Treatment and Wastewater Treatment Plants.
- AutoCAD
- Assist in updating Water and Wastewater Technical specifications.
- Assist in updating database pertaining to water and wastewater system infrastructure projects.
- Assist in reviewing and documentation of water and/or sewer permit applications approval process for compliance with current engineering standards.
- Assist in coordination of emergency preparedness and response plans.
- Assist in Pretreatment Program.
- Perform other duties as assigned by management.

Required Knowledge, Skills, and Abilities:

- Must have computer knowledge and experience with various computer software programs including but not limited to Word and Excel.
- Ability to organize and complete work duties efficiently and effectively.
- Ability to learn office procedures within a reasonable period of time.
- Working Knowledge of AutoCAD.
- Ability to work independently and accomplish required tasks within a reasonable period of time.
- Ability to establish and maintain effective working relations with co-workers, associates, various professionals, officials, and customers.

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- Must possess ordinary ambulatory skills; and the ability to drive, stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-25 pounds.
- Must possess good hand-eye coordination, arm, hand, and finger dexterity, including ability to, and visual acuity to use a keyboard and the ability to sit, reach with hands and arms, talk, and hear.

Minimum Qualification Requirements:

- Student in Civil Engineering or Environmental Engineering degree program of an accredited College.
- Must possess and maintain a valid US driver's license.