



Rocky River Waste Water Treatment Plant Wastewater Plant Administration Apprenticeship (Temporary Labor)

Mayor Pamela Bobst

Reports To:	Superintendent and/or Asst. Superintendent	Salary:	\$9.60 – \$12.00 per hour
Shift:	8:00 A.M. – 4:30 P.M. Monday through Friday	FLSA Status:	Exempt

Position Overview: The goal of the internship position is to assist the Rocky River Wastewater Treatment Plant fulfill its NPDES industrial pretreatment requirements. The intern will work with the pre-treatment coordinator and Superintendent to assist in identifying potential sources of industrial wastewater contribution, mercury contributors, Fats Oils and Greases, and any other applicable waste stream. He/She will be trained to inspect some of the locations in four cities for pollutant minimization program compliance and will eventually travel throughout the four cities to document that compliance. The intern will create forms, databases, and spreadsheets to track progress, as well as assist in records retention and organization, and minor clerical work. May also be required to assist with cleaning and various minor maintenance projects.

Duties:

Pretreatment Program Support

- Researching potential industrial contributors
- Developing forms, databases, and written communications
- Representing the City/Wastewater Treatment plant during visits to industrial contributors
- Photo documentation of PMP efforts at local businesses.

Records Retention Program Support

- Sorts through files to identify type, date, and disposal date based on the current records retention policy.
- Develops a document tracking spreadsheet.
- Assists in disposal of approved documents.

Miscellaneous Duties:

- Office/laboratory clean up
- May assist lab tech with sampling and sampler set up.

Summary of Work Environment:

The work is performed part of the time in an office setting, and part of the time in an industrial setting, involving regular exposure to unpleasant odors and fumes, potential exposure to excessive temperatures, dust, humidity, and noise, and the possibility of exposure to pathogens.

Minimum Qualifications:

- Associates or bachelor's degree program with a focus on science, engineering, environmental studies, or public administration.
- A valid Ohio Driver's License.
- Regular punctual and predictable attendance.
- Customer Service/Public Communication experience
- Ability to work independently.
- Knowledge of Microsoft Office software, including Excel spreadsheet development.

Position will be posted until filled. Applications may be obtained at http://s500873721.onlinehome.us/hr_docs/employment_application.pdf or at Rocky River City Hall.

Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

**Michael T. Greco, Director
Human Resources Department
City of Rocky River
21012 Hilliard Boulevard
Rocky River, OH 44116**

The City of Rocky River is an Equal Opportunity Employer