



BALDWIN COUNTY UTILITIES **INTERNSHIPS**

@ NORTH BALDWIN UTILITIES

- 9-WEEKS | JUNE 5 - AUGUST 4
- 40 HOURS PER WEEK
- \$13.25 / HOUR

'23



NBU INTERNSHIPS

MONDAY - FRIDAY | 7AM - 4PM

WASTEWATER/SEWER

It takes an entire network of pipes, culverts, manholes, tanks, lift stations, control structures, mains and reliable employees to safely gather and transport sewage and wastewater to a treatment facility. Discover the importance of this process and how it prevents disease, protects public health and is vital to our environment and community.

WATER DISTRIBUTION

Supplied by 8 wells with a combined pumping capacity of 4,680,000 gallons per day, NBU's water system is made up of miles of pipe ranging in size from 3/4 to 12 inches. The system has 8 storage tanks ranging from 250,000 to 1.5 million gallons of storage capacity. Join NBU's largest department to learn how clean water is distributed to homes and businesses.

GAS DISTRIBUTION

Consisting of more than 2.2 million miles of distribution pipelines in the United States, the natural gas industry supports over 4.1 million jobs. Always expanding, natural gas is a clean and efficient energy source. See what it takes to safely transport this necessary fuel to homes and businesses where it is used for anything from cooking dinner to fueling power stations.

WATER TREATMENT

Treatment Plant Learn about the process of improving water quality by removing or reducing contaminants and undesirable components. Whether water is being used for drinking, industrial supply, irrigation, recreation or many other uses, including being safely returned to the environment, treatment is crucial to both our health and the ecosystem.

STUDENTS MUST...

- Be rising high school seniors
- Complete application and attach resume
- Attend orientation / training in late May 2023
- Work with utility staff on new hire paperwork, uniforms, PPE, badges, etc.

WASTEWATER DISTRIBUTION TECHNICIAN / APPRENTICE

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform manual work involving installation, maintenance, and repair of wastewater collection systems, and to operate related equipment.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs various tasks associated with installation, maintenance, and repair of wastewater collection utility systems, utility lines, and lift stations; inspects and repairs lift stations and pumps; cleans and degreases lift stations; dispenses deodorizers at lift stations; repairs, cleans, and jets sewer lines; operates TV camera to view sewer lines and locate lateral lines; locates, contains, and cleans up sewer overflows; installs sewer service line taps; locates manholes and sewer lines; raises manhole covers; assists in repairing water mains, gas mains, and pipe leaks; maintains drying bed and pumps; sets up bypass pumps.

Reads and records pump running times; retrieves pump run time information from computer.

Performs various manual tasks in general support of department projects; cuts, breaks up, and removes asphalt/concrete; paints lift stations; builds and maintains fencing around lift stations; mows and maintains right-of-way areas; lifts/moves equipment and heavy materials.

Operates a variety of equipment and tools associated with work activities, which may include a utility truck, dump truck, backhoe, tractor, VAC truck, television camera inspection unit, bypass pump, lift station pump, generator, air compressor, jackhammer, meters, gauges, mechanic tools, carpentry tools, power tools, hand tools, digging tools, measuring devices, or radio communications equipment.

Transports, hauls, loads, and unloads various equipment and materials used in projects or at work sites.

Performs general/preventive maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting vehicles/equipment, refueling vehicles, checking fluid levels, replacing fluids, repairing and servicing equipment, greasing equipment, washing/cleaning equipment, or cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Follows established safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; reports any incidents, accidents, problems, or unusual situations.

Prepares or completes various forms, reports, correspondence, logs, call-out sheets, station cleaning records, camera video logs, maintenance records, or other documents.

Receives various forms, reports, correspondence, work orders, station data reports, SCADA monitoring reports, station cleaning records, camera truck video records, maps, operational guides, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, contractors, customers, the public, vendors, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Posses a valid Alabama Driver's License. High School Diploma, G.E.D or work experience. Ability to work in adverse weather conditions for long periods of time. Ability to follow written and oral instructions to complete assigned tasks. Ability to work overtime and weekends when necessary.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the ability to operate and control the actions of the same equipment, machinery, and/or objects.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (75-100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, hazardous materials, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, or animal/insect bites.

North Baldwin Utilities is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, NBU will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

WASTEWATER TREATMENT TECHNICIAN / APPRENTICE

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist with daily operation and maintenance of wastewater treatment plant systems and related equipment, with work performed under supervision.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Assists in controlling wastewater treatment plant operations in accordance with all established regulations, standards, and procedures; conducts visual plant inspections and monitors plant equipment, operations, and processes to ensure proper operations and to detect equipment failures, potential leaks, or other problem situations; makes adjustments in plant operations as appropriate; performs preventive maintenance checks and procedures on plant equipment; conducts monthly maintenance rounds; reports faulty equipment or problem situations to appropriate personnel.

Assists in operating wastewater treatment plant equipment to ensure proper treatment of wastewater; cleans, scrubs, and washes down tanks; ensures proper operations of tanks; checks sludge blankets in tanks; inspects, maintains, and repairs motors and pumps; repairs broken machinery and parts; washes wet wells; washes headworks and washes channel at headworks; uses pressure washer to clean equipment; cleans ponds.

Collects wastewater samples and sludge samples; and performs analysis.

Reads and monitors computer data, gauges, meters, and charts to ensure proper plant operations; maintains logs/records of plant operations, readings, test results, chemical applications, and other data; maintains computer records.

Performs plant maintenance, building maintenance, grounds maintenance, or general/manual tasks in support of department operations; performs carpentry, electrical, welding, plumbing, and painting work; cleans operator's room; mows grass, edges/trims landscaped areas, and blows debris from driveways and walkways; plants flowers; waters plants and landscaped areas; applies fertilizer and pesticide; digs holes/trenches and shovels materials; loads/unloads materials and lifts/moves heavy materials.

Performs general cleaning/maintenance tasks necessary to keep facilities, equipment, and tools in operable condition, which may include inspecting equipment, performing repairs, replacing parts, washing/cleaning equipment, or cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Communicates status of plant operations to supervisor or other appropriate personnel; communicates information pertaining to current plant conditions, malfunctioning equipment, problem situations, or other issues.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Operates various machinery, equipment and tools associated with plant operations, which may include a computerized monitoring system, utility truck, tractor, dump truck, welding machine, drill, drill press, grinder, circular saw, pipe wrench, pole saw, chain saw, lawn mower, weed eater, leaf blower, backpack sprayer, vacuum cleaner, mechanic tools, carpentry tools, hand tools, testing materials, radio communications equipment, or general office equipment.

Transports, hauls, loads, and unloads various equipment and materials used in projects or at work sites.

Assists in maintaining inventory of department equipment, chemicals, parts, and supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement materials.

Prepares or completes various forms, reports, correspondence, logs, checklists, activity reports, inventory records, or other documents.

Receives various forms, reports, correspondence, logs, flow charts, laboratory results, readings, maintenance records, operational guides, user manuals, material safety data sheets (MSDS), policies, procedures, rules, regulations, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, vendors, service representatives, customers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of applicable laws, regulations, and procedures; reads professional literature; participates in continuing education activities and maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in wastewater treatment plant operations and/or equipment maintenance; supplemented by previous experience and/or training involving wastewater treatment plant operations, plant maintenance, and/or equipment maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Alabama driver's license and class "B" CDL with tanker endorsement.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (50-75 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, machinery, electric currents, traffic hazards, water hazards, bright/dim light, hazardous materials, or toxic agents.

North Baldwin Utilities is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, NBU will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Departmental Approval

Date

WATER DISTRIBUTION TECHNICIAN / APPRENTICE

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform manual work involving installation, maintenance, and repair of water utility lines.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs manual work associated with installation, maintenance, and repair of water utility lines; determines source of water leaks and makes necessary repairs; lays/installs water mains and service lines; repairs water mains, water service lines, and service leaks; installs water taps and irrigation taps; replaces water meters and meter washers; installs, raises, and repairs water valves; installs and repairs fire hydrants; locates underground utility mains/lines; replaces asphalt at work sites; cuts pipes; digs holes and shovels materials.

Provides customer service; responds to questions or complaints involving water line breaks, potential leaks, high consumption, or other issues; investigates customer complaints and researches problems; initiates appropriate action to ensure problem resolution.

Operates a variety of equipment and tools associated with work activities, which may include a utility truck, dump truck, backhoe, tractor, utility locator, probe, leak detection equipment, tapping tool, water pump, generator, air compressor, jackhammer, chain saw, pipe saw, meters, gauges, mechanic tools, plumbing tools, hand tools, digging tools, measuring devices, or radio communications equipment.

Transports, hauls, loads, and unloads various equipment and materials used in projects or at work sites.

Performs general/preventive maintenance tasks necessary to keep equipment and tools in operable condition, which may include inspecting equipment, refueling vehicles, checking fluid levels, replacing fluids, greasing equipment, washing/cleaning equipment, or cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Follows established safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; reports any incidents, accidents, problems, or unusual situations.

Prepares or completes various forms, reports, correspondence, logs, daily work reports, vehicle maintenance records, material sheets, valve maps, or other documents.

Receives various forms, reports, correspondence, work orders, water tap sheets, maps, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, contractors, customers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.
Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by previous experience and/or training involving water utility installation/repair, general maintenance work, and/or equipment operation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Alabama driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to adhere to prescribed standards and specifications. Requires the ability to operate and control the actions of the same equipment, machinery, and/or objects.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture and visual cues or signals; and the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, electric currents, machinery, vibrations, traffic hazards, bright/dim light or animal/insect bites.

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