



## ENCINA WASTEWATER AUTHORITY

**POSITION TITLE:** Data Intern - Temporary Position

**DEPARTMENT:** Technical Services

**REPORTS TO:** Field Services Superintendent

**DISCLAIMER:** The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

**POSITION SUMMARY:** Under the general supervision of the Field Services Superintendent with input from the Maintenance and Information Systems Managers, this position will support developing the Encina Wastewater Authority's "EWA" Computerized Maintenance Management System (CMMS) by inputting data, engineering drawings, assets, preventive maintenance schedules, spare parts, contacts, and other information necessary. In addition, this position will support the implementation of EWA's SharePoint by organizing file structures and adding/moving files in the appropriate location.

### ESSENTIAL JOB DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Commits to the achievement of EWA's Mission and Vision, and personally exemplifies EWA's Values.
- Identify and digitally organize documents based on the file structure.
- Input assets, drawings, manuals, and documents in CMMS.
- Verify Piping and Instrumentation Drawings (P&IDs) with field equipment.
- Label equipment and verify tag numbers.
- Transfer hard copies to digital form.
- Establish and maintain effective working relationships with co-workers, customers, vendors, Board members, and the public.
- Perform other duties of a similar nature or level as assigned.

**Knowledge and Skills Required for these Duties:**

- Knowledge of Microsoft Office.
- Demonstrates knowledge and understanding of organization policies, procedures, and systems.
- Knowledge of engineering drawings.
- Possess excellent data entry skills.

**Ability to:**

- Ability to effectively communicate verbally and in writing.
- Ability to organize and prioritize.
- Ability to work under the direction of EWA's staff.
- Ability to gather and analyze information.
- Ability to make arithmetic computations.

**EDUCATION/LICENSE REQUIREMENT:** (positions in this class typically require):

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Must be a current undergraduate student pursuing a related course of study
- Proficient in Microsoft Office & Adobe
- Basic understanding of engineering drawings
- Proficient in SharePoint is highly desirable
- Knowledge of CMMS is highly desirable

**LICENSE/CERTIFICATION REQUIREMENTS:**

Possess and maintain a valid California Class "C" Driver license.

Maintain an acceptable, safe, and active driving record, together with proof of insurability.

**PHYSICAL AND MENTAL DEMANDS:****Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

- Hear normal conversation in person, on the telephone, and on virtual platforms.
- Mobility of arms to reach and dexterity of hands to grasp and manipulate small objects and to write legibly.
- Visual ability (which may be corrected) to read small print and video messages, including good peripheral vision and depth perception.
- Speak in a normal voice; able to be heard and understood on the telephone and on virtual platforms, in person, and to communicate clearly and concisely, both orally and in writing.
- Sit or stand for prolonged periods of time.
- Mobility to stand, stoop and bend.
- Use office equipment such as personal computers, copiers, and fax machines.
- Operate standard passenger vehicles.
- Lift, carry, push or pull up to fifty (50) pounds.
- Keyboarding for extended periods of time.
- Fingering, grasping, talking, hearing, seeing, and repetitive motions.

**Mental Demands**

While performing the duties of this position, interns are regularly required to use oral and written communication skills, read documents or instructions; analyze and solve problems; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; perform detailed work; work under changing, intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

**WORK HOURS:** Up to 29 hours per week, not to exceed 960 hours within any given fiscal year (July-June).