

**Greater Peoria Sanitary District
Position Description**

Job Title:	Environmental Compliance Intern		
Department:	Operations	FLSA Classification:	Nonexempt
Division:	Operations	Section:	Compliance
Date:	05/01/2021	Replaces Copy:	04/14/2009

Reports to: Compliance Supervisor; Industrial Surveillance Technician
Supervises: N/A

Position Type and Expected Hours of Work:

- Summer Internship (40 hours per week); Monday through Friday (7:30 a.m.-4:00 p.m.).
- No overtime expected.

Work Environment: Both indoors (laboratory setting) and outdoors (industrial environment)

Travel: Local; during work hours

Summary/Objective: Assists Industrial Surveillance personnel in the collection of wastewater samples, reading meters, and performing related work.

Duties/Responsibilities:

- Responsible for collection, preservation, transportation, and delivery of wastewater samples.
 - Maintenance of permanent records related to the collection of wastewater samples, including chain of custody documentation.
 - Installation and maintenance of sampling, flow monitoring, and test equipment at various locations.
 - Reading water meters, flow meters, etc. at both businesses and residential housing.
 - Work closely with all Compliance personnel to maintain the best and most efficient services to the public the District can provide.
 - Accurately and efficiently perform tasks using word processing, spreadsheets, and websites as required.
 - Assist Industrial Surveillance personnel with related work.
 - Perform other related duties as required or assigned.
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Competency:

- Good verbal and written communication skills, including the ability to remain professional and courteous with others at all times.
- Valid driver's license with acceptable driving record.

Physical Demands:

- Ability to perform heavy lifting (50 pounds maximum)
- Intermittent periods of standing and walking

Required Education and Experience:

- High school diploma or equivalent.
- One year of college level chemistry is required

Preferred Education and Experience:

- Working toward a college degree in science, engineering, or related field.

Additional Eligibility Qualifications:

- Basic use of Microsoft Office products

Disclaimer: This position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.