

# Water Authority Position Description

## INTERN - SEASONAL

Status	Position Code	Level	Date
APPROVED	ISNL	INT	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

### POSITION SUMMARY

PERFORM FIELD INSPECTIONS PRIMARILY DURING EARLY MORNING AND/OR LATE EVENING HOURS AND ON WEEKENDS. DRIVE AN ABCWUA VEHICLE, USE VIDEO EQUIPMENT AND A COMPUTER DATABASE TO DOCUMENT VIOLATION. INTERACT WITH CUSTOMERS. PERFORM DATA ENTRY AND FILE MANAGEMENT.

### MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL OR G.E.D.

### ADDITIONAL REQUIREMENTS

MUST HAVE A VALID NEW MEXICO DRIVER'S LICENSE AND BE ABLE TO OBTAIN A VALID ABCWUA OPERATOR'S PERMIT (AOP)  
BASIC COMPUTER SKILLS AND CUSTOMER SERVICE EXPERIENCE DESIRED

### SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL SUPERVISION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.

### ESSENTIAL FUNCTIONS

1. PERFORM FIELD INSPECTIONS.
2. UTILIZE VIDEO EQUIPMENT AND A COMPUTER DATABASE TO DOCUMENT VIOLATIONS.
3. PERFORM DATA ENTRY AND FILE MANAGEMENT.

### PREFERRED KNOWLEDGE

PRINCIPLES AND PRACTICES OF AND TECHNIQUES OF EFFECTIVE CUSTOMER SERVICE  
PRINCIPLES AND PROCEDURES OF RECORD KEEPING AND FILING SYSTEMS  
MODERN OFFICE PROCEDURES, METHODS, RECORDKEEPING AND EQUIPMENT INCLUDING  
DESK TOP COMPUTERS PERTINENT FEDERAL, STATE AND LOCAL CODES, LAWS AND  
REGULATIONS

**PREFERRED SKILL/ABILITY**

MAINTAIN AND UPDATE A VARIETY OF RECORDS AND LOGS  
PREPARE CLEAR AND CONCISE REPORTS  
MAINTAIN ACCURATE AND COMPLETE RECORDS  
OPERATE OFFICE EQUIPMENT INCLUDING A COMPUTER, COPY MACHINE AND ADDING  
MACHINE UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS  
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING

**WORKING CONDITIONS**

WATER WASTE ENFORCEMENT REQUIRES STAFF 24/7. WORK SCHEDULE RANGES FROM  
20 TO 39 HOURS PER WEEK. THESE ARE TEMPORARY POSITIONS TYPICALLY ENDING  
IN NOVEMBER EACH YEAR.

**PHYSICAL REQUIREMENTS**

FIELD ENVIRONMENT; EXPOSURE TO COMPUTER SCREENS; TRAVEL FROM SITE TO SITE.