



Eastern Band of Cherokee Indians Workforce Internship Program

DIVISION: Operations
PROGRAM: Water & Sewer
JOB TITLE: Water & Sewer Intern

Overview:

The EBCI Workforce Internship Program provides interested young adults with the opportunity to gain professional work experience. This is a great opportunity for an individual who likes a variety of work, working with a diverse team that supports the Operations and Maintenance of the Eastern Band of Cherokee Indians. Many of our past Summer Helpers have moved on to fully benefited positions!

Water & Sewer Purpose:

Performs various operations, construction, maintenance and repair procedures to expand and upgrade the water distribution system and the wastewater collection system in the most efficient and cost-effective manner possible. Complies with all applicable local, State, and Federal regulations, ordinances, policies and permits.

Key Responsibilities:

- Supporting Daily Operations: Help transport and organize materials, tools, and equipment to and from the job site, ensuring they are readily available for use.
- Prepare work areas by cleaning and organizing spaces, removing debris, and ensuring a safe working environment.
- Perform basic skilled tasks under the supervision of experienced skilled workers.
- Follow all safety protocols and procedures, wearing appropriate personal protective equipment (PPE) and participating in safety meetings.
- Clean, maintain, and store tools and equipment properly to ensure they are in good working conditions.
- Prepare for job assignment by reviewing work orders, researching system map and related documents, engineering prints, schematic maps, and/or project files.

- Select supplies and equipment based on geographic location, nature, and scope of the job.
- Obtain supplies, materials, and equipment necessary for the job from warehouse or pipe storage yard, (i.e. distribution apparatus such as pipes, valves, hydrants, other fittings; construction equipment such as back hoes, air compressor, boring tools, etc.)
- Check equipment and personal safety/protective devices to ensure safe operation and proper working order.
- Prepare job sites to ensure compliance of safety and traffic regulations. Sets up traffic warning signs, barricades, and re-routes traffic as needed.
- Dress out with appropriate safety gear such as safety vest, hard hat, gloves, safety glasses and hearing protection prior to the start of the project.
- Perform a variety of operational duties such as flow and pressure tests, line flushing, and isolation of water line leaks.
- Assist customers with a variety of service-related inquiries, investigate customer complaints and problems, and takes appropriate action to resolve them within departmental guidelines
- Meet with supervisor and coworkers to review/discuss projects, work orders, receive instructions, and job assignments
- Perform final clean up, ground maintenance and landscaping duties.
- Participate in training and safety programs, including "competent person" and OSHA certifications as required.
- Performs water service cut offs or reconnects as required following daily assignments, which involves setting meters, pulling meters, or applying locks.
- Removes defective meters and sets new meters as required.
- Make minor meter repairs such as replacing gaskets, dials, head, etc.
- Secure necessary supplies from stockroom inventory.
- Assists throughout the department as needed to make repairs and expand the water/wastewater collection systems, clears line clogs, etc.
- Makes rounds inspections on the water tanks and lift pump station facilities as assigned.

Required Qualifications:

- Must be between the ages of 18 – 24.
- Enrolled in High School or have a Diploma or GED Equivalent required.
- Able to provide own transportation to the work site(s).
- Able to work 40 hours per week.

- Able to commit to **ALL** program dates and program events (multiple absences will result in dismissal from the program).

Benefits:

- Pay rate: \$15/ hour
- Hands-on Experience: Internships provide practical experience in water treatment and management, allowing interns to apply classroom knowledge in real-world settings.
- Skill Development: Interns gain valuable skills in water treatment processes, infrastructure management, and regulatory compliance, which are essential for future careers in the water industry.
- Career Advancement: Participation in internships can lead to job offers and career growth opportunities within the water utility sector.
- Networking Opportunities: Internships often provide opportunities to connect with professionals in the field, which can be beneficial for career development.
- Support and Resources: Many internships offer support services such as job placement assistance and career counseling, helping interns transition into full-time roles.
- These benefits make internships a valuable investment for aspiring water operators.

Work Environment:

This position can involve exposure to various hazards in the work environment. Exposed to all types of weather extremes and various working environments which could be objectionable for brief or extended periods of time. Established safety procedures are required to prevent injuries. Exposed to a variety of situations such as the potential for falls, cuts to hands, bites from insects, snakes, dogs, etc. and public traffic hazards. Occasionally works in close proximity to heavy construction equipment.

Mental/Visual/Physical Effort:

Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. Close attention to detail is required while reading/recording water usage and making repairs. Physical activity ranges from light to heavy. Walking, reaching, bending, working in strained awkward positions are common. Must have visual acuity, manual dexterity, and good eye/hand/foot coordination. Must have the ability to speak and hear.

Click here to apply: <https://publicservices.powerappsportals.com/Internship-Program-Application/>

