



City of Milford Public Works Intern

Pay Grade: 01

Employment Status: Full-Time, 2-year rotational internship program.

FLSA Status: Non-Exempt

Licenses, Certificates and Other Requirements: Must live within 30 minutes of the Public Works Facility. Possession and retention of a valid Delaware vehicle operator's license. Must pass pre-employment testing for substance abuse, criminal background, and motor vehicle driver's license history. Subject to random drug and alcohol testing in accordance with City policy.

Physical Requirements: Lifting up to 50 lbs.

Minimum Education Requirements: High school diploma or equivalent obtained between 2018 and 2020.

Direct Supervisor: Public Works Director

Supervisory Responsibility: None

Primary Work Location: In/around the city with possible exposure to extreme environments, loud noise, with reporting, office duties and meetings at the Public Works facility.

Job Summary: This is a 2-year rotational internship program that will afford recent high school graduates an opportunity to work in various City of Milford divisions and acquire the necessary skills and licenses to prepare them for the workforce. There is potential to be hired on a permanent basis based on the needs of the City and funding availability upon successful completion of the program.

This position shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. This position shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

Supervision Received: Work is performed under the general supervision of the Public Works Director.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential duties:

Parks Division:

- A. Cutting of grass with a commercial mower and line trimmer throughout parklands, right-of-ways and sports fields.
- B. Assist with the beautification of the City, planting flowers and watering of flowers.
- C. Assist with trail maintenance including spreading mulch and woodchips, trimming branches and clearing trails.
- D. General maintenance and upkeep of playgrounds, park benches, basketball courts and the Riverwalk.

Expected Skills Learned:

- Operating a zero-turn mower and Ventrac tractor, with finish mower, rough cut mowing decks and other attachments.
- Aerating sports fields, applying fertilizer and overseeding.
- Operating irrigation systems, including both electric and gas-powered water reels.
- Basic horticultural skills including planting, weeding, watering of plants, pruning of trees.
- Operating small power equipment including: line trimmers, chainsaws, DR trimmers, water blasters and leaf blowers.
- Hitch and unhitching commercial trailers including how to tow a trailer and back up with a trailer.

Expected Licenses/Training/Certifications Obtained:

Effective Date: August 2020



City of Milford
Public Works Intern
Pay Grade: 01

-
- CPR/AED/First Aid Certification.
 - ATSSA Certified Flagger Training.
 - Commercial driver's license (Class B-Minimum).

Technical Services Division:

- A. Assist with testing and installation of residential electric and water meters.
- B. Assist with programming AMI meters and SCADA.
- C. Perform audits on metering infrastructure.
- D. Resolve meter slips.

Expected Skills Learned:

- Meter safety.
- Meter theory.
- Net metering concepts.
- AMI infrastructure. Communication processes.
- Customer service process flow.
- SCADA programming and reporting.
- Exposure to union rules and representation.

Expected Licenses/Training/Certifications Obtained:

- Successful use of AMI meter test device.
- Successful installation of residential electric and water meters.

Solid Waste Division:

- A. Perform pre/post trip truck inspections.
- B. Load/unload materials into designated hopper.
- C. Process work orders and assist with maintaining container inventory.
- D. Operate, clean and maintenance trucks and equipment.

Expected Skills Learned:

- Customer service strategies.
- Solid Waste disposal methods.
- Recycling methods.
- Vehicle safety procedures.
- Refuse collection safety procedures.
- Radio communication.
- Container management software.

Expected Licenses/Training/Certifications Obtained:

- Heat stress prevention.
- Distracted driver.
- Refuse collection.

Water and Sewer Division:

- A. Perform well and sewer readings on a daily basis.
- B. Perform routine cleaning maintenance on sewer pumps.
- C. Properly handle, maintain and store chemicals.
- D. Troubleshoot small electrical issues such as breakers, relays and battery connections.

Expected Skills Learned:

- Commercial driver's license (Class B-Minimum).
- Operation of basic water/sewer equipment such as sewer pumps.
- Safety protocols.



City of Milford
Public Works Intern
Pay Grade: 01

Expected Licenses/Training/Certifications Obtained:

- Water sampling/testing license
- Water operator's license

Streets and Utilities Division:

- A. Maintain, repair, and install infrastructure of water and sewer lines.
- B. Quarterly flushing of hydrants.
- C. Maintain sewer mains, laterals and storm drains.
- D. Operate street sweeper and other equipment as assigned.
- E. Repair roads

Expected Skills Learned:

- Safety protocols.
- Safe use of small tools.

Expected Licenses/Training/Certifications Obtained:

- Commercial driver's license (Class B-Minimum)
- Water sampling/testing license
- ATSSA Certified Flagger Training

Engineering Division:

- A. Determine the location of utilities and mark them in the field.
- B. Review construction of residential and commercial properties.
- C. GPS utilities in the field to improve GIS mapping.
- D. Create reports and manage public utility projects.
- E. Determine the cost of varying projects and determine viability based on both qualitative and quantitative factors.

Expected Skills Learned:

- Basic Geographic Information System (GIS).
- Data collection.
- Understanding the function and design of water and sewer systems.
- Roadway construction.
- Bid and Request for Proposal (RFP) process for public entities.
- Financial decision making and project selection.
- Project management principles.

Expected Licenses/Training/Certifications Obtained:

- Data analysis principles.
- Geographic Information System (GIS).
- Project management.
- Economic analysis.



City of Milford
Public Works Intern
Pay Grade: 01

Electric Division:

- A. Operate small tools and equipment.
- B. Stock and maintain trucks.
- C. Mainline primary mapping audit.
- D. Visit substations and perform visual inspections.

Expected Skills Learned:

- Electric Safety.
- Basic troubleshooting.
- Underground construction maintenance.
- Transmission, substation and distribution basics.
- Exposure to union rules and representation.

Expected Licenses/Training/Certifications Obtained:

- Commercial driver's license (Class B-Minimum)
- On the job training and education on substation/distribution systems.

Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

Department Director: _____

Employee: _____

Human Resources Administrator: _____