

Technical Training Intern

The Position

In a team environment, the Technical Training Intern will work closely with the Technical Training Coordinator and staff to research, analyze, design, and develop competency models related to wastewater treatment functions. Requirements include effective two-way communication with a variety of employees and management as well as strong analytical and written communication skills. Hours of work will be a minimum of 16 hours and a maximum of 40 hours per week. This is a six-month internship, with the possibility of extension.

The Technical Training Intern will:

- Assist the Technical Training Coordinator and other subject-matter experts to develop areas of specific fundamentals/systems and employee tasks related to various wastewater treatment functions.
- Extract in-depth procedural steps involved in many industrial tasks.
- Using the “Job Competency Requirement” (JCR) template, collate the fundamentals, systems and tasks into a JCR format.
- Using the “Standard Operating Procedure” (SOP) template, develop SOP’s using information gathered to develop the JCR.
- Using a Competency Assessment (CA) template, develop CA’s for employees.
- Develop and apply Measures of Performance (MOP) and Measures of Effectiveness (MOE) to Plant Operations knowledge, skills and abilities.
- Learn to plan and coordinate the information gathering and review processes.
- Perform data entry into MS Word and Excel.

Qualifications

Education and Experience: College or university student currently enrolled in an engineering, environmental studies, human factors engineering, or industrial/organizational psychology degree program, or a related degree program.

Knowledge, Skills and Abilities:

Ability to read and understand industrial basic plans and schematics. Ability to learn technical training practices, methods, and resources as they apply to an industrial workplace, and performance measurement techniques. Knowledge of computer database records management and standard office word processing practices.

Skill in assessing employee technical skills and performing related tasks; preparing training materials; analyzing data, reports, and information provided by individuals or groups and drawing sound conclusions; managing projects and processes; and using a personal computer and software applications, including word processing, spreadsheet, and database programs.

Salary

\$15.00-\$22 per hour, depending on qualifications.
This position does not include benefits.

Application Process

1. **Send your resume and a statement describing how your education and background make you a strong candidate for the Technical Training Intern position** to Recruitment Office, Union Sanitary District, 5072 Benson Road, P.O. Box 5050, Union City, CA 94587. **The final filing date is 12:00 noon, Tuesday, September 26, 2006.** NO POSTMARKS ARE ACCEPTED; faxes sent to 510-477-9772 and emails sent to jobs@unionsanitary.com will be accepted.
2. Applications will be reviewed by a panel of persons knowledgeable about this position to identify candidates for further consideration.
3. Those applicants presenting the best job-related qualifications will be invited to a Qualifications Appraisal Interview, to be held **in the first week of October.**