



East Pennsboro Township 2017 SEASONAL JOB VACANCY NOTICE

Job Title: MS4 Intern

Department: Public Works

Hourly Wage: \$8.00-\$9.00

Shifts: M-F 7:00am-3:00pm*

*Not to exceed 36 hours/week

Classification: Part-Time Seasonal

Division: MS4

Duration: Anywhere between April 1st and September 30th

Reports to: Assistant Wastewater Superintendent

The MS4 Intern's primary responsibilities are to be able field locate, map and assess the structural condition and functionality of stormwater infrastructure within East Pennsboro Township. This role will be based out of the Wastewater Treatment Plant, but requires travel throughout the Township in a provided vehicle.

Essential Duties and Responsibilities:

- Conduct field assessments and inspections of stormwater infrastructure, including drainage inlet, pipe, basins and outfalls. (The Township will provide a vehicle to use.)
- Utilize maps and other records to locate stormwater and sewer manholes and other structures for entry into GIS software
- Utilize an Ipad or Computer to enter collected GIS data
- Conduct research using stormwater and sewer maps, plans and video footage
- Utilize Township Equipment to convert video footage of stormwater and sewer systems to digital format
- Examine existing footage and update stormwater and sewer paper and computer records
- Scan and organize development plans and maps into digital format
- Treat all assigned materials, tools, and equipment with respect and report any malfunctions or damage in a timely manner
- Able to recognize and prevent safety hazards in job environment while practicing ongoing safe workplace procedures
- Maintain a professional and level headed manner in all interactions and communications with the public and fellow co-workers
- Have a proactive, forward thinking mentality to ensure assigned tasks are completed in a timely and cost efficient manner
- Follow the policies and procedures outlined in The Township Employee Manual
- Any other duties as requested by the Assistant Wastewater Superintendent

Required skills and Qualifications:

- Computer literacy
- Ability to learn and follow standard infrastructure assessment literature
- Competent in MS Word and Excel
- Willing to do field work in various conditions
- Attention to detail and ability to think on your feet
- Proactive and flexible mentality to be able to tackle whatever may be asked of them
- Must possess valid PA State Drivers License with clean driving record per PennDot DOT regulations

Preferred Skills and Qualifications:

- Experience in ArcGIS or other mapping computer software
- Experience in infrastructure assessment techniques



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Please submit completed applications to:
East Pennsboro Township
Amber Wolfe, Human Resources
awolfe@eastpennsboro.net
98 South Enola Drive
Enola, PA 17025

For a paper application or for assistance filling out an application, please visit the Township Building room 103.