



## City of Irrigon Intern Position Description

Duration: 2026/2027 School Year  
Job Title: City of Irrigon PW – 3  
Supervisor: PW Director / City Manager  
Regular Hours: 5-15 hours a week  
Schedule: Flexible schedule Monday-Friday 8:00 a.m. – 5:00 p.m.

### **Overall purpose and objective of this position:**

The purpose of this internship is to introduce the student to customer service, governmental office environment, and interaction with various city programs, staff and the general public. During the internship the student will be assisting with a wide range of public works tasks.

### **General statement of duties:**

Interns in this position assist the Public Works department in various tasks to learn and grow in the field. The position will provide various water and wastewater treatment duties under the direction of certified operators, general maintenance duties within the department to grounds and city owned property. and other duties as requested. The intern will also assist in respond to and assisting the public, and direct issues to the appropriate department personnel. The intern in this position may have interaction with the public, which is to be maintained at the highest professional manner and customer service.

### **Supervision received:**

This position is supervised by the Public Works Director or City Manager for general direction and is expected to fulfill regular duties independently and as directed.

### **Key performance areas:**

An intern holding this position is expected to carry out the following tasks. Other tasks may be added or required as needs change.

1. Perform Public Works with certified operators within water and wastewater duties, such as chlorine testing, water sampling, wastewater treatment plant sampling and adjustments, and reporting documentation(s).
2. Maintenance of grounds and facilities to include mowing, weeding, painting, park clean-up, and general cleaning.
3. Perform meter installation and meter reads as appropriately directed.
4. Responds to sewer and water calls with appropriate staff.
5. Undertake general maintenance labor and support.
6. Ability to speak and understand English, bi-lingual beneficial.
7. Take readings of daily logs and record appropriately as required.

8. Safely be able (in accordance with authorized BOLI and OSHA standards) operate equipment and tools.
9. Street and sign maintenance as required.
10. Use of computer and software determined by task assigned.
11. Maintain confidentiality of customer and system information and/or accounts.
12. Performs other duties as assigned.

**Basic knowledge of:**

Microsoft Word, Excel, and math skills and understanding for sampling and calculations. Ability to attend meetings and various training as needed and/or required.

**Skill in and ability to:**

The intern in this position must be able to handle multiple tasks and work within various weather environments. Any PPE required will be provided. Interact with the general public in a courteous fashion, exemplifying good customer service. The intern must have strong attendance and a good work ethic background. The intern must also be able to manage functions as assigned and be very well organized.

**Application process:**

Application portal opens March 2nd, 2026 and application materials are required no later than April 3rd, 2026. Please provide an application packet of required information in this order:

- Cover Letter
- Resume
- High School Intern Application