

COLUMBIA BASIN ELECTRIC COOPERATIVE, INC.

Heppner – Ione – Condon – Lexington – Fossil

JOB TITLE: Columbia Basin Electric-Utility Internship

TYPE OF WORK: General Maintenance

REPORTING TO: Operations Manager

TRAINING AND EXPERIENCE: None Required

WORK SCHEDULE: Monday through Friday 7 a.m. – 4:00 p.m. Max. 15 hours per week

Overall purpose and objective of this position:

During the internship/employment the student will be assisting with a wide range of events, maintaining general upkeep on the office grounds and shop. Organizing and helping manage warehouses including materials and equipment.

Main Duties and Responsibilities

- Wash company vehicles onsite, in the shop / lot, as well as shop windows.
- Sweep shop and parts deck floors.
- Patrol office frontage and parking lots for trash and blown-in weeds. Weed eat office grounds and spray as necessary.
- Walk through material and equipment yard picking up any junk material or trash.
- Maintain stocked shelves with materials and keep them organized.
- Paint parking lot lines, handicap parking and flagpole tip, as necessary.
- Breaking down cardboard and recycling appropriately.
- Miscellaneous upkeep of building – washing, painting, caulking, as needed.

DURATION OF CONTRACT:

Semester 1 with an option to continue through semester 2 if approved.

Application Process:

Application portal opens March 2nd, 2026, and application materials are required no later than April 3rd, 2026.

- High School Intern Application
- Resume
- Cover Letter