

DELAWARE RIVER AND BAY AUTHORITY

Department: Maintenance
Class Title: Maintenance Intern (HVAC/Electrical/Automotive/Landscaping)
Status: Non-Exempt
Reports to: Area/Unit Supervisor
Hourly Rate: \$12 Undergraduate Students - \$14 Graduate Program Students

I. POSITION SUMMARY

This position will assist the applicable maintenance unit with day-to-day activities. This internship will give the intern valuable real-world experience in the areas of the applicable field. Most job responsibilities require performing maintenance, operation of equipment, and similar maintenance work procedures. Employees in this classification work from detailed instructions, but may be required to work independently and may encounter some new situations requiring new solutions. Work can be performed outdoors and can be in any weather condition. The employee is responsible for following established safety practices while performing assigned duties to protect self, co-workers and the public from personal injury and to prevent damage to Authority property

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Complete assigned tasks including learning and providing technical support.
- May assist in performing job start up, checkout, and troubleshooting.
- May provide program or project support.
- Learn the use of a variety of tools.
- Learn how to analyze, diagnose, and repair systems, if applicable.
- Learn how to perform preventative maintenance, replacement, and modifications as needed or requested.
- Learn how to maintain assigned stock of inventory, company equipment, and document all related activities, if needed.
- Learn how to document work by completing paperwork for each job, including daily time, progress, and duration; and maintaining files.
- Learn how to turn in all required paperwork and reports in a timely manner.
- Learn how to maintain tools and equipment by inspecting for signs of wear; must maintain cleanliness of work area.
- Must display an ability to communicate a clear understanding of their subject matter and offer informed suggestions to improve processes.
- Must respect individual differences and utilize the diverse thinking and contributions of all team members/employees.

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Generalized knowledge of technical area functions
- Effective oral and written communication skills

- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner

IV. REQUIRED EDUCATION AND EXPERIENCE

- At least a college sophomore majoring in the related technical trade area.

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATIONS

- Valid driver's license

VI. ADDITIONAL REQUIREMENTS

- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay
- All potential employees will be subject to a background investigation

If you are interested in applying for this position please complete the on-line application and resume at www.drba.net. In addition, please attach a resume to the completed application.

The Delaware River & Bay Authority is an Equal Opportunity Employer (EOE).