

MAINTENANCE ADMINISTRATION INTERN

Location: New Castle, DE

Hourly Rate: \$16.00 (Undergraduate Student)-\$18.00 (Graduate Program Students)

Opening Date: November 27, 2024

Closing Date: January 31, 2025

I. POSITION SUMMARY

This position is responsible for assisting the Director of Maintenance with projects as needed in operational planning and project management analysis. This position may work with other staff to assist in developing programs, procedures, and practices in support of business operations, engineering analytics and fiscal management as directed by the Director. Special studies or analyses may be required.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs special research and analysis with staff in providing policy formulation
- Prepares analytical, evaluative and statistical studies for use by the Director and other management staff
- Assists with documentation of processes and procedures
- Researches new and existing business concepts and ideas
- Helps organize work plans, business ideas, etc.
- Follows up with stakeholder relationships
- Organizes and prioritizes contacts
- Approaches all problem-solving by focusing on the customer first
- Provides the highest level of customer service and professionalism to all internal and external customers
- May be asked to travel to multiple sites
- Attends meetings as assigned
- Performs surveys and other duties as assigned

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of principles and practices of general accounting, budget formulation/preparation, analysis and control
- General knowledge of principles and practices of business and/or public administration and/or engineering
- Strong analytical skills
- Ability to appropriately handle very sensitive and confidential information
- Ability to work across all levels of the Department
- Self-motivated and able to work independently
- Proficient in PowerPoint, Word and Excel
- Effective verbal and written communication skills
- Strong time management and organization skills
- Ability to multi-task and work in a fast-paced environment

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

IV. REQUIRED EDUCATION AND EXPERIENCE

- Sophomore, Junior or Senior in college with a demonstrated interest in operations, management, business or engineering.

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATIONS

- Valid driver's license

VI. ADDITIONAL REQUIREMENTS

- All potential employees will be subject to a background investigation
- Subject to pre-employment drug testing

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

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www.drba.net