



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

POSITION TITLE.....: Intern (**Part-time**)  
DEPARTMENT.....: Utilities  
DIVISION.....: Electric Distribution  
CLASSIFICATION/GRADE.....: Summer Intern  
REVISED.....: 03/2016  
REPORTS TO.....: Superintendent  
REVIEWED.....: 03/2016  
WAGES.....: Hourly

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TRANSCRIPT WITH APPLICATION \*\*\***

### **SUMMARY:**

Performs system review of field equipment and drafting services of projects and system audits. Provides sketches for projects, manuals and policy updates. Coordinates with Electric Distribution key personnel for system enhancement. Enters data into database and work order system.

### **BASIC FUNCTIONS:**

1. Assist with development of infrastructure upgrades and improvements.
2. Assist in design of new infrastructure and procurement of material.
3. Monitors asset inspection of assets and inventory and document inspections.
4. Coordinates inspection schedules and schedule adjusting.
5. Performs document and procedure updates.
6. Produces detailed drawings for manual and procedure updates.
7. Filing of electronic and physical project files.

### **OTHER REQUIREMENTS:**

1. Ability to communicate well, both written and orally
2. Ability to establish and maintain effective working relationships, employees and the general public.
3. Ability to coordinate and assist with daily functions of department.
4. Ability to react calmly and effectively in adverse situations.

### **EDUCATION/EXPERIENCE:**

1. **Terrebonne Parish resident preferred** and at least 18 years of age.
2. **Must have obtained a Junior or Senior status** within a Business curriculum **by May 2018.**
3. Must have general computer knowledge with some drafting preferred.
4. Knowledge of safe working practices.