



# 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.....: 03/2019  
REPORTS TO.....: Superintendent  
REVIEWED.....: 03/2018  
WAGES.....: Non-Exempt (Hourly)

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### **\*\*\*PLEASE SUBMIT YOUR CURRENT 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 public.
3. Ability to coordinate and assist with daily functions of department.
4. Ability to react calmly and effectively in adverse situations.
5. General knowledge of engineering terminology, methods, practices and principals.
6. Knowledge of basic electrical engineering mathematics, including Ohms Law and single and three single-phase power applications.
7. Knowledge of electrical drawings, how to read and interpret them and their terminology.
8. Must be able to work around high voltage equipment maintaining a high regard for safety and adhere to TPCG, NESC, and APPA safety standards.
9. Basic knowledge of AC and DC power applications,
10. Basic knowledge of electronic control systems.

#### **EDUCATION/EXPERIENCE:**

1. **Terrebonne Parish resident preferred** and at least 18 years of age.
2. **Must have obtained a Junior or Senior status** within an Engineering or Electrical curriculum at either a University or Technical College **by May 2019.**
3. **Basic electricity understanding and familiarity of electrical terms desired.**
4. Must have general computer knowledge with some drafting preferred.
5. Knowledge of safe working practices.