

Augusta Water Job Description

JOB TITLE: Asset Management Intern
DEPARTMENT: Engineering
REPORTS TO: Director of Engineering
FLSA STATUS: Non-Exempt
CATEGORY: Non-Essential
REVISION DATE: April 2026

SUMMARY OF RESPONSIBILITIES

The Asset Management Intern provides technical and administrative support to the Engineering and Treatment Operations Departments. This position assists with the collection, organization, and entry of asset data into the asset management system, supports record-keeping efforts, and participates in fieldwork to gain hands-on experience with water and wastewater infrastructure.

ESSENTIAL JOB FUNCTIONS

The essential functions listed below are fundamental to the position. Employees must be able to perform these functions with or without reasonable accommodation.

- Participate in site visits and fieldwork activities to improve understanding of water and wastewater facilities and support asset inventory and condition assessments
- Gather, organize, and input data related to water and wastewater asset conditions into the asset management system, ensuring accuracy and completeness of records
- Utilize asset management databases, GIS software, and other tools to analyze system data
- Assist with the preparation of reports, spreadsheets, and documentation related to asset management activities
- Collaborate with engineering department staff on file retention and historical record management in existing databases, web GIS system, and hard copies
- Communicate effectively with team members across various departments to support data collection and project coordination
- Work with treatment operations, maintenance, and engineering teams to understand applications of engineering concepts and principles in operation and management of water and wastewater services
- Attend and participate in team meetings, training sessions, and professional development opportunities to enhance understanding of operations and asset management
- Perform other duties as assigned

QUALIFICATIONS

- High school graduate
- Currently enrolled in a Trade School, College, and/or University
- Preferred major of study: engineering, civil engineering, mechanical engineering, environmental sciences, environmental management, geography (GIS), asset management, or related field

KNOWLEDGE AND SKILLS

- Basic understanding of Microsoft Office applications (Excel, Word, Outlook)
- Strong attention to detail and organizational skills
- Ability to follow instructions and work both independently and as part of a team
- Effective verbal and written communication skills

PHYSICAL DEMANDS

- Ability to perform fieldwork, including walking over uneven terrain and standing for extended periods
- Ability to lift and carry up to 50 pounds occasionally
- Frequent bending, stooping, kneeling, walking, standing, sitting
- Ability to work outdoors in varying weather conditions, including heat, humidity, and rain
- Ability to safely enter and navigate active utility and construction environments with appropriate training and supervision

WORK ENVIRONMENT

- Combination of office and field environment
- Fieldwork may involve exposure to typical water and wastewater treatment environments, including noise, odors, and mechanical equipment
- Work is performed under direct supervision with guidance from Engineering and Operations staff
- Standard work hours are typically Monday through Friday
 - occasional schedule flexibility may be required based on project needs

EMPLOYMENT CONDITIONS

- Pre-employment drug test
- Pre-employment criminal background check
- Pre-employment driving record review
- Subject to annual driving record review
- Subject to random drug and/or alcohol testing

SAFETY REGULATIONS AND HAZARDS

Must comply with all Augusta Water safety policies and procedures, including proper use of required personal protective equipment (PPE). Employees are accountable for maintaining a safe work environment.

DISCLAIMER

This job description does not list all the responsibilities, duties, skills, requirements, efforts, or working conditions associated with the job. Employees will be evaluated in part based upon performance of the tasks listed in this job description.

Management reserves the right to revise this job description at any time. This job description is not a contract for employment, and either party may terminate employment at any time, with or without cause.

EQUAL EMPLOYMENT OPPORTUNITY

Augusta Water is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other status protected by applicable law.

ACKNOWLEDGMENT:

I acknowledge that I have received and reviewed this job description.

Employee or Applicant Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____