

JOB ANNOUNCEMENT

POSITION: Safety Intern

POSTED: August 22, 2017

DIVISION: Field Services

APPLICATION DEADLINE: 4:00 p.m., September 5, 2017

SALARY: \$16.00 Hour

FLSA: Non-union exempt

SUMMARY: The Pittsburgh Water and Sewer Authority (PWSA) seek to fill a paid internship position in it its Field Services Division. The PWSA is an authority of the City of Pittsburgh responsible for operating and managing water and wastewater infrastructure.

DUTIES/PRIMARY RESPONSIBILITES: The job responsibilities of this internship may include, but is not limited to the following; Hazard Communication Program development; Developing chemical inventories for each facility; Development of SDS binders for each facility; Safety inspection reports including facility and construction sites; Develop reports associated with field investigations (compilation of notes and photos); Maintaining and follow-up with the outstanding corrective action database; Safety committee support; Attend sessions and develop meeting minutes; Assist in coordinating training and materials assembly; RCA follow-up/corrective actions support; Develop/maintain Vehicle Safety Binders; Assist with Safety Metrics (stats updates and reporting; Assist in training development/update training records and provide backup to safety orientation; Assist in policy review/edits

KNOWLEDGE/ABILITIES: Knowledge of Windows Office products is required for this position. Proficient in the use of technical related software (e.g. GIS, CAD, etc.) is desired. Must have strong ability to communicate (written and oral) effectively with technical and non-technical personnel.

GENERAL REQUIREMENTS: Must present a current, valid Class C (Class 1) Pennsylvania Motor Vehicle Operator's License at the time of application or prior to appointment. A valid driver's license must be maintained throughout internship.

EDUCATION/EXPERIENCE REQUIREMENT: In order to be considered eligible for this position, the application must have an associate's degree, a bachelor's degree, or be working toward a bachelor's degree in Safety Sciences, Safety Management, or an acceptable related field.

PHYSICAL DEMANDS/WORKING CONDITIONS: The employee maybe required to field sample in a wide range of weather conditions.

APPLICATIONS: Available in the Human Resources Department, 1200 Penn Avenue or online at www.pgh2o.com. Please send the application, resume and cover letter to hr@pgh2o.com.

An Equal Opportunity Employer

The PWSA does not discriminate against anyone on the basis of race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis protected by federal, state or local law.