

WHITEHALL TOWNSHIP
BUREAU OF PUBLIC WORKS
POSITION DESCRIPTION

TITLE: Internship

Pay Grade: \$8.00/hour

GENERAL PURPOSE

Performs a variety of routine work in general public works and data entry duties/responsibilities. Work involves assisting in site inspections, providing assistance to staff with data entry of permits and notices, etc.

SUPERVISION RECEIVED

Works under the guidance and direction of the Bureau Chief of Public Works and/or his designate.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES & RESPONSIBILITIES

Gathers and inputs NPDES-required stormwater mapping data in the field and office.

Takes pictures, prepares reports and measures pipe sizes.

Enters data into appropriate software in computer system.

Research records and data for various departmental reports as may be required.

Operates iPad, portable radio and phone, as needed.

Operates Township vehicles.

Wears proper safety equipment, as needed.

Performs related work, as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school; and

- (B) Currently attending an accredited college or university working towards a degree in civil engineering, land-use planning, landscape architecture, environmental sciences or related field.

Necessary Knowledge, Skills and Abilities:

- (A) General knowledge of governmental functions.
- (B) Ability to communicate effectively orally and in writing with the general public, contractors, developers, owners, supervisors and coworkers by telephone, through email and in person.
- (C) Ability to operate a motor vehicle, using a current driver's license, and perform site inspections of violations, when necessary.
- (D) Ability to operate a computer for data entry, spreadsheets and word processing documents.
- (E) Ability to operate an iPad for Collector for Arc GIS; knowledgeable in entering information for mapping onto Arc GIS desktop.
- (F) Must be able to work without supervision.

SPECIAL REQUIREMENTS

Valid, current Pennsylvania Driver's License.

TOOLS AND EQUIPMENT USED

Personal computer, including Microsoft Office, motor vehicle, calculator, phone, copy and fax machine, tape measure, radio, recording equipment, etc.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly outdoors. Some indoor work, in an office setting is required. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the intern is frequently required to talk or hear; sit, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The intern must occasionally lift and/or move up to ten (10) pounds.

Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an intern encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the intern often works in outside weather conditions. The intern is occasionally exposed to wet and/or humid conditions, all types of terrain, plants, insects or airborne particles.

The noise level in the work environment is usually quiet in the office and moderate in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

The job description does not constitute an employment contract between the intern and Whitehall Township and is subject to change by Whitehall Township as the needs of the Township and requirements of the job change.

Eff Date: April 18, 2018

WHITEHALL TOWNSHIP
BUREAU OF PLANNING, ZONING & DEVELOPMENT
POSITION DESCRIPTION

TITLE: Internship

Pay Grade: \$8.00/hour

GENERAL PURPOSE

Performs a variety of routine work in general codes enforcement and data entry duties/responsibilities. Work involves assisting in site inspections, providing assistance to staff with data entry of permits and notices, etc.

SUPERVISION RECEIVED

Works under the guidance and direction of the Bureau Chief of Planning, Zoning & Development and/or his/her designate.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES & RESPONSIBILITIES

Receives complaints from other code enforcement personnel and assists in performing necessary inspections, researches property owner and sends appropriate notices, etc. Conducts reinspections when necessary.

Performs MS-4 stormwater mapping and outfall location in the field.

Scans/logs various plans in the existing plan indexing system.

Enters data in computer system such as stored plans, permits, complaints, etc.

Research records and data for various departmental reports as may be required.

Operates radios as needed and assists in radio communications; operates base radio, as may be required.

Operates Township vehicles.

Performs related work, as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school, and
- (B) Currently attending an accredited college or university working towards a degree in land-use planning, engineering, geography, surveying, data mapping, environmental sciences, biology, construction, landscape architecture or related field.

Necessary Knowledge, Skills and Abilities:

- (A) General knowledge of governmental functions.
- (B) Ability to communicate effectively orally and in writing with the general public, contractors, developers, owners, supervisors and coworkers by telephone, through email and in person.
- (C) Ability to operate a motor vehicle, using a current driver's license, and perform site inspections of violations, when necessary.
- (D) Ability to read and interpret code books and related ordinances.
- (E) Ability to operate a computer or tablet for data entry, spreadsheets and word processing documents.
- (F) Ability to write and draft notices and letters.

SPECIAL REQUIREMENTS

Valid, current Pennsylvania Driver's License.

TOOLS AND EQUIPMENT USED

Personal computer, including Microsoft Office, motor vehicle, calculator, phone, copy and fax machine, tape measure, radio, recording equipment, etc.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Outdoor work is required in the inspection of various land uses, developments and construction sites, streams, outfalls, stormwater structures. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the intern is frequently required to talk or hear; sit, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The intern must occasionally lift and/or move up to ten (10) pounds.

Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an intern encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the intern occasionally works in outside weather conditions. The intern is occasionally exposed to wet and/or humid conditions or airborne particles.

The noise level in the work environment is usually quiet in the office and moderate in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

The job description does not constitute an employment contract between the intern and Whitehall Township and is subject to change by Whitehall Township as the needs of the Township and requirements of the job change.

Eff Date: April 16, 2018

WHITEHALL TOWNSHIP
ADMINISTRATION – FINANCE OFFICE
POSITION DESCRIPTION

TITLE: Internship

Pay Grade: \$8.00/hour

GENERAL PURPOSE

Performs a variety of routine work in general financial administration and data entry duties/ responsibilities. Work involves working closely with the Treasurer's Office in the collection of and data entry of tax receipts, etc.

SUPERVISION RECEIVED

Works under the guidance and direction of the Deputy Mayor and/or his designate.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES & RESPONSIBILITIES

Works closely with the Treasurer's Office in the collection of and data entry of tax receipts.

Assists in the maintenance of fiscal, budgetary and purchasing data and systems of the Township.

Develops necessary worksheets to track financial data.

Assists in the review of vendor invoices against authorization and the allocation of costs, as needed.

Records disbursements and unencumbered funds.

Records all revenue including cash, taxes and investments.

Assists in tracking developer escrow accounts and billing developers, as necessary.

Assists in the performance of accounts receivable and accounts payable functions as are deemed necessary.

Assists in check reconciliation process with bank statements and general ledger.

Assists Finance Officer in daily support of workload, utilizes import of daily revenue sheets.

Performs municipal studies for Township personnel on surveys for information from other local governments.

Works with Bureau Chiefs on fiscal projects which may require assistance, including, but not limited to, road projects, summer day camp registrations, pool passes, etc.

Assists Fire Chief with invoicing should new ordinance on service charges be approved.

Assists middle management personnel in Administration in projects of a timely nature.

Performs related work, as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school, and
- (B) Currently attending an accredited college or university working towards a degree in accounting, business studies or similar field.

Necessary Knowledge, Skills and Abilities:

- (A) General knowledge of governmental accounting and financial management principles.
- (B) Ability to communicate effectively orally and in writing with the general public, developers, owners, supervisors and coworkers by telephone, through email and in person.
- (C) Ability to operate a computer for data entry, spreadsheets and word processing documents.
- (D) Ability to write and draft notices and letters.

SPECIAL REQUIREMENTS

Valid, current Pennsylvania Driver's License.

TOOLS AND EQUIPMENT USED

Personal computer, including Microsoft Office, ten-key calculator, phone, copy and fax machine, etc.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the intern is frequently required to talk or hear; sit, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The intern must occasionally lift and/or move up to twenty-five (25) pounds.

Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an intern encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the intern mostly works in an office environment. The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

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Eff Date: April 16, 2018