

## WATER RESOURCE STUDENT INTERNSHIP SKILLS LIST Provo School District

This list is designed to help you obtain considerable information during your Internship period. The column on the left will designate various procedures used in your internship you have been assigned. When you have observed a procedure, record the date and have your mentor or sponsor initial the square. There is a lot to see and learn. Be sure to ask your mentor to show you as much as she/he can.

PROCEDURE OR SKILLS	DATE	INITIAL	DATE	INITIAL	DATE	INITIAL
1. Orientation - become familiar with plant layout and process.						
2. Operate, oil and adjust power driven pumps and other machinery.						
3. Start and stop plant machinery, regulate valves and observe operation.						
4. Add chemicals according to prescribed standards						
5. Keep daily log of plant operations and prepare necessary reports.						
6. Read gauges and transmit information to superior in charge.						
7. Collect wastewater samples and run laboratory tests.						
8. Make running repairs to motors, valves, pumps, and other plant equipment.						
9.						
10.						
11.						
13.						
14.						
15.						