



## HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Apprentice  
(13200)

Department of Human Resources  
PO Box 470  
Hanover, VA 23069  
Telephone (804) 365-6075  
Facsimile (804) 365-6334

Department of Public Utilities  
(14)

**Establishment Date:** July 2007

**General Description:** This is an entry level, part-time technical position open to Hanover County high school juniors or seniors. Under direct supervision, the incumbent assists DPU operations and maintenance personnel with all aspects of their duties to learn about the utility industry. The apprentice will learn about water and wastewater operations, electrical and mechanical maintenance and repair, field construction and laboratory operations in an effort to prepare the individual for a career in the utility industry.

**Organization:** The Apprentice reports to the Assistant Chief of Operations and Maintenance and is assigned to different divisions within the department as scheduling allows.

**Essential Functions:** Duties will vary based on the experience and interest of the incumbent, but may include any or all of the following items:

- Conducts basic laboratory analysis.
- Cleans and prepares laboratory equipment and materials for use.
- Monitors plant or system processes and makes adjustments as directed.
- Assists with equipment preventive maintenance and repairs.
- Updates operational and maintenance records, spreadsheets and associated computer work.
- Keeps plant and work environment clean.
- Assists maintenance personnel as directed.
- Other duties as assigned.

**Working Conditions:**

- A. Hazards
  - May be exposed to chemicals, dust, fumes, noise, vibration, repetitiveness, wastewater
- B. Environment
  - Office / Laboratory
  - Regular work in the field; Intermittent exposure to severe weather, dust and fumes
- C. Physical Effort
  - Intermittent lifting of objects approximately 50 lbs.
  - Standing for extended periods of time
- D. Non-Exempt

**Knowledge, Skills and Abilities:** Must be able to understand and to follow oral and written instructions. Must be computer literate with experience using Microsoft Office products (Word, Excel, Access, etc.).

**Education, Experience and Training:** Must be a Hanover County high school junior or senior with an interest in learning about water and wastewater operation, maintenance and repair.

**Special Conditions:**

- Criminal Records Check, including fingerprinting
- Must wear personal protective equipment as assigned and directed