

GRICUA JOB DESCRIPTION



Summer High School Student Intern

Department: Rotation through Various

Reports to: General Manager

Eligible for Overtime: Yes

Work Schedule: Monday – Friday 7:00 a.m. to 4:00 p.m.

Position Summary: Student will rotate through various departments at GRICUA, learning about the tasks and responsibilities of those who provide electric service to the Community. Activities will be focused upon providing meaningful experiences to demonstrate the workings of an electric utility.

Essential Duties and Responsibilities:

- Job shadow draftsmen, warehouse supervisor, meter technician, accounting and customer service staff and others directly involved with the work in the utility.
- Assist with filing of accounting and customer service records.
- Assist in some warehouse activities such as moving and loading materials and supplies.
- Observe and learn GPS activities and some bluestaking.
- Provide current, appropriate and accurate information to requestors in a timely, courteous manner.
- Create a PowerPoint presentation depicting the experiences during the internship and presenting to Management Staff, GRICUA Board of Directors and other GRIC officials.

Knowledge, Abilities, Skills for Success:

- Basic computer skills, such as data entry, word processing, PowerPoint and spreadsheets.
- Basic math skills.
- Good communication skills.
- Ability to establish and maintain effective working relationships with co-workers.
- Ability to be on time for work each day with no unexcused absences.

Qualifications (Minimum Education/Experience/Skills/Knowledge):

- Minimum 16 years of age
- Member of Gila River Indian Community

Types of People Contact: Interfaces with senior management, office staff, and field personnel on a variety of topics.

Mental and Physical Demands: Work will be performed in the warehouse, business office and various off site locations. Work may include, but is not limited to, some lifting, working on ladders. Duties require working along and with others. Engages in normal level of conversation on the phone and in-person with occasional noise in warehouse.

Work Environment: Inside and outside often in inclement weather (extreme heat, storms, & occasional cool temperatures).