



INTEROFFICE MEMORANDUM

TO: All Department/Division Heads
FROM: Human Resources
DATE: March 19, 2024
SUBJECT: **JOB OPPORTUNITY – WATER TECHNICIAN INTERNSHIP**

TEMPORARY MAINTENANCE (SEASONAL)

Starting Date: **MAY 1, 2024**
Hourly Rate: \$10.50-17.00 (based on experience)
Schedule: 7am-3:30pm, up to 40 hours per week; flexible schedule depending on availability
Type of Work: Indoor/Outdoor Work – rain or shine

Work Responsibilities:

- Water Technician tasks; technical work involving Geographic Information System (GIS)
- Prepare and maintain reports/records in excel and other formats.
- Transport, sort, compile, and identify records for records retention and historical value.
- Perform GIS data collection and procurement of field data
- GIS Training provided
- Light maintenance/housekeeping tasks.

Requirements:

- Willing to perform clerical work and physical labor
- Ability to work well with others and general public
- Valid State of Ohio Driver's License
- Some experience working with computers, GIS/GPS a plus
- The City of Painesville is a drug & alcohol-free employer
- 18 years old or older

Submit applications to:

City of Painesville
ATTN: Human Resources Division
7 Richmond Street
P.O. Box 601
Painesville, Ohio 44077-0601.

Notate on application "Water Technician" Job open until filled.

The City of Painesville, Ohio, is an equal opportunity employer and does not discriminate against any individual, employee or applicant for employment, because of race, color, religion, sex, national origin, disability, age or ancestry, in the provision or accessibility of programs and services, or in employment practices.