



City of Milford Public Works Intern

Pay Grade: 1

Employment Status: Full-Time, 2-year rotational internship program.

FLSA Status: Non-Exempt

Licenses, Certificates and Other Requirements: Must live within 30 minutes of the Public Works Facility. Possession and retention of a valid Delaware vehicle operator's license. Must pass pre-employment testing for substance abuse, criminal background, and motor vehicle driver's license history. Subject to random drug and alcohol testing in accordance with City policy.

Physical Requirements: Lifting up to 50 lbs.

Minimum Education Requirements: High school diploma or equivalent obtained between 2020 and 2023.

Direct Supervisor: Public Works Director

Supervisory Responsibility: None

Primary Work Location: In/around the city with possible exposure to extreme environments, loud noise, with reporting, office duties and meetings at the Public Works facility.

Job Summary: The City of Milford offers a 2-year rotational internship program for recent high school graduates, providing the opportunity to work across various City divisions. This program is designed to help interns acquire the necessary skills and licenses to prepare for the workforce. Upon successful completion of the program, there is potential for permanent employment based on the City's needs and funding availability.

This position shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative, and responsive service. This position shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability, and responsibility.

Supervision Received: Work is performed under the general supervision of the Public Works Director.

Essential Job Functions: An employee in this position may be called upon to do any or all of the following essential duties:

Parks Division:

Responsibilities: Maintains City parklands, rights-of-way, and sports fields through grass cutting, landscaping, and trail upkeep. Assists with playground, park bench, and recreational area maintenance.

Skills Learned: Operation of zero-turn mowers, aerating sports fields, irrigation system use, and basic horticultural techniques.

Certifications Obtained: CPR/AED/First Aid, ATSSA Certified Flagger, Commercial Driver's License (Class B).

Technical Services Division:

Responsibilities: Assists with residential electric and water meter testing, installation, and programming, and perform infrastructure audits.

Skills Learned: Meter safety, net metering, AMI infrastructure, SCADA programming, and customer service processes.

Certifications Obtained: AMI meter testing and installation certification.



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Solid Waste Division:

Responsibilities: Conducts truck inspections, processes work orders and maintains container inventory while assisting in refuse collection and recycling operations.

Skills Learned: Customer service strategies, solid waste disposal and recycling methods, vehicle safety, and refuse collection procedures.

Certifications Obtained: Heat stress prevention, distracted driving awareness, refuse collection safety training.

Water & Sewer Division:

Responsibilities: Conducts well and sewer readings, maintains sewer pumps, handles chemicals, and troubleshoots minor electrical issues.

Skills Learned: Operation of sewer equipment, safety protocols, chemical handling.

Certifications Obtained: Water sampling/testing license, water operator's license, Commercial Driver's License (Class B).

Streets & Utilities Division:

Responsibilities: Maintains, repairs, and installs water and sewer infrastructure, conducts hydrant flushing, maintains storm drains, and operates street sweepers.

Skills Learned: Safe use of tools, infrastructure maintenance, roadway repair.

Certifications Obtained: Commercial Driver's License (Class B), Water sampling/testing license, ATSSA Certified Flagger Training.

Engineering Division:

Responsibilities: Conducts utility location and marking, review construction sites, improve GIS mapping, and assists in public utility projects.

Skills Learned: GIS basics, data collection, project management, financial decision-making for public infrastructure projects.

Certifications Obtained: GIS training, project management, economic analysis principles.

Electric Department:

Responsibilities: Operates small tools and equipment, stocks, and maintains trucks, conducts mainline mapping audits, and assists with substation inspections.

Skills Learned: Electrical safety, troubleshooting, underground construction maintenance, and distribution system basics.

Certifications Obtained: Commercial Driver's License (Class B), on-the-job training in substation and distribution systems.

This internship program provides hands-on training across multiple public works and utility disciplines, preparing individuals for careers in municipal operations and infrastructure management.



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Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

Department Director: _____

Employee: _____

Human Resources Director: _____