

## Job Announcement

**Position:** Safety Intern  
**Division:** Field Operations  
**Rate:** \$17.48 per hour

**FLSA:** Non-Exempt  
**Posted:** April 23, 2021  
**Application Deadline:** 4:00 p.m., May 7, 2021

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### Summary:

The Pittsburgh Water and Sewer Authority is seeking a candidate for the position of Safety Intern. They will work under the direction of the Senior Manager, Safety & Security and assist in a variety of Health & Safety initiatives in both construction and general industry environments.

### Duties:

- Provide Safety Committee support during meetings; attend sessions and develop meeting minutes.
- Participate in Root Cause Analysis (RCA) meetings following incidents/near misses.
- Maintain and follow-up with outstanding corrective actions.
- Assist in training content development and updating training records.
- Review PWSA facility chemical inventories and ensure Safety Data Sheets are available.
- Maintain safety binders, health & safety manuals, Safety Data Sheet binders and Hazardous Substance Survey Forms.
- Conduct health & safety audits at PWSA facilities and provide guidance to employees.
- Create safety inspection reports for PWSA field sites and facilities.
- Assist with Industrial Hygiene sampling; and
- Assist in allocation and procurement of safety equipment.
- Other duties as assigned.

### Background:

- Must have an associate degree, a bachelor's degree, or working toward a bachelor's degree in Safety Sciences, Safety Management, or an acceptable related field.
- Knowledge of Windows Office products is required.
- Must have a strong ability to communicate effectively both written and orally with technical and non-technical personnel.

### General Requirements:

Applicant must present a current, valid Class C (Class 1) PA Motor Vehicle Operator's License at the time of application or prior to appointment. A valid driver's license must be maintained throughout employment.

A pre-employment physical may be required prior to appointment.

### Physical Demands and Working Conditions:

- The employee will be required to complete routine office work in a standard office setting. They also must regularly lift or move up to 20 pounds.
- Perform physical work outdoors in extreme weather.
- Exhibit full range of motion to complete tasks like climbing, balancing, kneeling, or grasping.
- Ability to utilize senses to see, hear, and talk.
- Ability to work in loud conditions with vibrations, traffic, mechanical, chemical, fire, and explosive risks.
- Ability to work with respirator around odors, dusts, fumes, mists, poor ventilation, and gases.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

### Applications:

Application forms are available online at [www.pgh2o.com/about-us/careers](http://www.pgh2o.com/about-us/careers) or in the Human Resources Department at 1200 Penn Avenue. Submit application, resume, and cover letter to [HR@pgh2o.com](mailto:HR@pgh2o.com), by fax at 412-393-0513, or by mail at the following address:



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Pittsburgh Water and Sewer Authority  
ATTN: Human Resources  
1200 Penn Avenue  
Pittsburgh, PA 15222

If you have any questions, please contact us at 412-255-8800.

*You may be considered for other available positions based on qualifications provided on your employment application.*

### **An Equal Opportunity Employer**

*The PWSA does not discriminate against anyone based on race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis protected by federal, state or local law.*