



Upper Occoquan Service Authority

Human Resources Department

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INTERNSHIP

Asset Management Intern

Open Until Filled

Start Date: May/June 2026

8–10-week assignment

\$21-\$23 per hour

WHAT WE ARE SEEKING:

The Upper Occoquan Service Authority (UOSA), a leader in water reclamation, is seeking a motivated and detail-oriented college student for a summer internship supporting asset management and operations & maintenance initiatives at our plant and pump stations. This position provides hands-on experience in municipal infrastructure management, maintenance planning, and operational data analysis.

DUTIES INCLUDE:

- Assist in inventorying and cataloging plant assets including pumps, motors, blowers, valves, electrical systems, and instrumentation
- Support updates, data validation, and organization within the Computerized Maintenance Management System (CMMS)
- Read and interpret drawings, operations & maintenance manuals, and technical specifications
- Field-verify asset information and assist with condition assessments and asset tagging
- Organize and digitize equipment manuals, drawings, and maintenance records
- Analyze maintenance histories, work orders, and asset performance trends
- Develop spreadsheets, dashboards, and basic reports to support asset performance monitoring
- Support development and optimization of preventive and predictive maintenance schedules
- Participate in plant walkthroughs, safety meetings, and operational briefings
- Prepare summary reports and presentations highlighting findings and recommendations

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Currently enrolled in an undergraduate or graduate degree program in Civil, Environmental, Mechanical, Electrical, or related Engineering or Science field
- Strong computer skills in Microsoft Office, particularly Excel (pivot tables, formulas, data organization)
- Ability to interpret technical text, drawings, schematics, and specifications
- Strong written and verbal communication skills
- Interest in municipal utilities, infrastructure, or public sector asset management
- Ability to work in an industrial wastewater treatment environment
- Ability to follow verbal instructions and complete assigned tasks with intermittent supervision
- Ability to perform physical requirements including walking, bending, stooping, climbing ladders and stairs, and lifting up to 50 lbs
- Possession of a valid driver's license in the Commonwealth of Virginia

PREFERRED QUALIFICATIONS:

- Experience with CMMS, GIS, or asset management software
- Familiarity with data visualization tools such as Power BI or Tableau
- General knowledge of Visio, CAD, or similar technical drafting tools

This is a temporary position that does not offer UOSA benefits or paid holidays. Employment is contingent upon successful completion of a pre-employment drug screen paid for by UOSA.

In order to be fully considered for the position, all applicants must submit a complete online application along with an updated resume via the UOSA website: Uosa.org/Careers > [Candidate Profile](#).