

SUBMISSION FORM

All submission forms must include the following information. Separate submission forms must be turned in for each eligible program. **Deadline: July 1, 2023.** Please include this submission form with the electronic entry. If you do not receive an email confirming receipt of your entry within 3 days of submission, please contact Gage Harter.

PROGRAM INFORMATION

County: Stafford County, Virginia
Program Title: Internship Partnership with Utilities Department and Public Schools Creates a Pipeline from High School to Full-Time Employment
Program Category: Organizational Development

CONTACT INFORMATION

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SIGNATURE OF COUNTY ADMINISTRATOR OR DEPUTY/ASSISTANT COUNTY ADMINISTRATOR

Name: Donna Krauss
Title: Deputy County Administrator
Signature: Donna S. Krauss



SCPS Internship Guidelines

Stafford County is excited to partner with Stafford County Public Schools (SCPS) to offer an internship program. This document is to assist with the program development and onboarding of high school students.

Age Restrictions

There are certain specifications Stafford County is defining for compliance with state and federal laws, while also ensuring the safety of all employees and interns accordingly. Stafford County will not employ students under the age of 16 and for those over the age of 16, there are the following restrictions:

- The student will not work in a capacity in preparing any composition in which dangerous poisonous chemicals are used. This involves exposure to dangerous poisonous chemicals and may include water and wastewater chemicals that are utilized in the plants.
- The student will not operate or assist in operating heavy machinery or equipment.
- The student will not be required to work in any occupation prohibited under [Virginia Code § 40.1-100\(A\)](#).

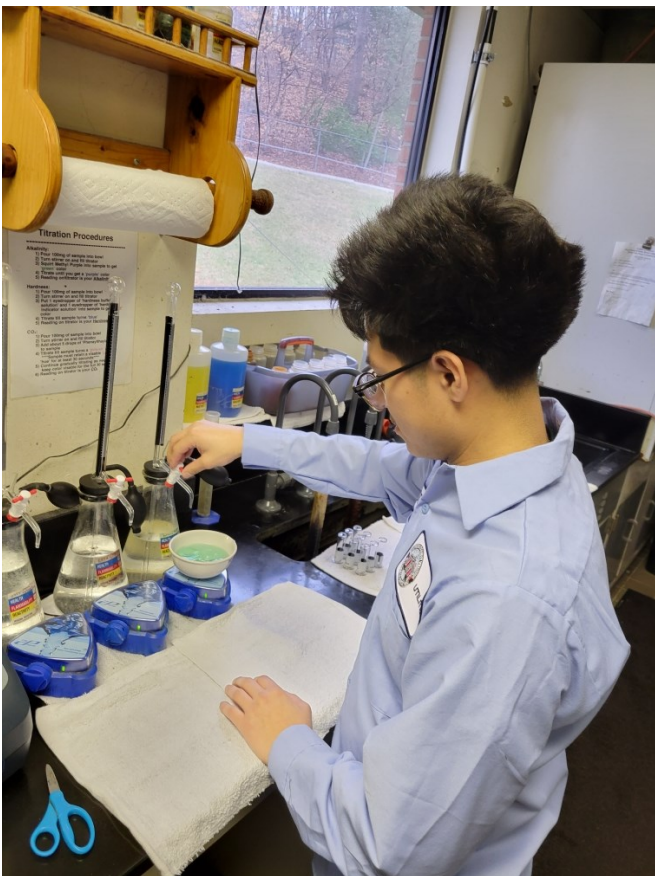
Program Expectations

This program is designed to develop real-world views into different types of industries or jobs. If a department desires to hire an intern through this program, they must first notify Human Resources to begin the process of developing a partnership with SCPS to align their curriculum with internship opportunities.

To ensure the value of this program for both the student and the organization, the following expectations must be adhered to:

- All hiring shall be facilitated and managed through Human Resources.
- The hiring manager should create a mini-orientation for the intern to introduce them to the team and review expectations as outlined in the training plan.
- The department shall provide goals that relate to skill building and real-world application of educational curriculum.
- The hiring manager should provide regular feedback to develop the student's knowledge and talents.
- The hiring manager shall complete an evaluation of the student's performance based on the training plan at the end of the program and seek the feedback of the student on the effectiveness of the program.

Smith Lake Intern



Stafford County Utilities

The Department of Utilities operates, maintains, improves and expands Stafford County's water and wastewater systems.



Stafford County Utilities

Stafford County Department of Utilities is passionate about promoting jobs in the water sector, particularly when it comes to introducing today's youth to career opportunities in our industry. To help grow awareness of the industry and promote fulfilling career opportunities, we have partnered with Stafford County High Schools to recruit students enrolled in the Work Based Learning Program. These students can join the water workforce sector and see for themselves, the rewarding opportunities available right in their backyards.



SCAN ME

Internship

The Utilities Department has partnered with Stafford County High Schools to mentor junior and senior students through a year-long program.

This program is a paid internship experience that helps prepare students for the different careers within the two water treatment facilities in the county.

These facilities offer exceptional career ladders beginning at trainee positions, tuition assistance for further education, on-site training to aid in obtaining licensure, and all county benefits.

Water treatment facilities are comprised of highly skilled engineers, technicians, mechanics, and operators.

Students will learn...

Daily operation and maintenance of a water treatment plant and related equipment.

Sound simple? It's not!

Did you know?

- Lake Mooney Water Treatment Facility produces an average of 6-7 MILLION gallons of water per day!
- The county produces enough clean water in ONE day to fill 14 Olympic size swimming pools!
- Stafford County's Water Treatment Facilities exceed all water quality standards set by the VA Dept of Health, Environmental Protection Agency, and state and federal requirements!
- Our efforts extend into environmental safety and conversation!

Eyes on the Future

Without younger generations growing careers in the water and wastewater industry, the future of our county water is in real trouble!

About, 9.4 Million Gallons a day of trouble!

Do you excel in any of the following?

Science, math, environmental conservation, engineering, maintenance, construction, mechanics?

If so, you may be a great fit!

Please see your Work Based Learning Coordinator and express you interest

How to apply

Visit our Stafford County website to submit an internship application.



Stafford County Public Schools
Learning & Organizational Development

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Title: Internship Partnership with Utilities Department and Public Schools Creates a Pipeline from High School to Full-Time Employment

Brief Overview

Stafford County's Department of Utilities identified a way to promote career opportunities to today's youth in high school and recruit new employees. To help grow industry awareness and promote fulfilling career opportunities, the Utilities Department partnered with Stafford County High Schools to recruit and mentor students enrolled in the Schools' year-long Work Based Learning Program. This program is a paid internship experience that helps prepare students for the different careers within Stafford County's two water treatment facilities, Lake Mooney and Smith Lake.

This internship program benefits the Water Treatment Facilities and the students looking for a profession to enter after graduation. By recruiting future employees through the school system, Stafford County Utilities is further demonstrating its commitment to the community. New employees can be difficult to find, and Stafford County is always looking for new ways to recruit employees. Looking from within Stafford's high school population is a win-win for Stafford, the School and the student. This program is one that other localities could easily replicate.

Executive Summary

The partnership between the Utilities Department and the Stafford County Public Schools Internship Program allowed high school students to learn the skills necessary to work in the water sector and more about the career opportunities available within the County's two water treatment facilities, Lake Mooney and Smith Lake. The established long-term employees in the department are eager to pass along their knowledge and skills and help the next generation begin their careers. The high schools promoted the internship position at local job fairs, specifically one held for Stafford County Public Schools high school students. Once an applicant was chosen to hire, the Utilities Department partnered with Stafford County Public Schools to complete a Training Plan outlined by the school system's Work Based Learning Program.

The job duties of the internship include but are not limited to, lab sample testing, monitoring of the different parameters of the treatment process, and making any adjustment necessary to meet the standards set forth by the Virginia Department of Health. The intern learns chemistry and mechanical and electrical skills while working with the facility's operations team. Intern operators are trained and overseen until they have demonstrated confidence in performing each task required daily. Once the intern has shown proficiency, they can perform tasks independently as long as a Class 1 licensed operator is on-site, which is required by the Virginia Dept of Health anytime the facility is in production.

Description of the Program

The partnership between the Utilities Department and the Stafford County Public Schools Internship Program allowed high school students to learn the skills necessary to work in the water sector and more about the career opportunities available within the County's water treatment facilities. The established long-term employees in the department are eager to pass along their knowledge and skills and help the next generation begin their careers. The internship position was promoted by the high schools and at local job fairs, specifically one that was held for Stafford County Public Schools high school students. Once an applicant was chosen to hire, the Utilities Department partnered with Stafford County Public Schools to complete a Training Plan outlined by the school system's Work Based Learning Program.

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Expanding and Advancing Diversity, Equity and Inclusion

This program was available for application to all Stafford County high school students who were interested in work-based learning opportunities. Stafford County prohibits discrimination against any person in any practice or procedure relating to hiring, promotion, discharge, pay, training, fringe benefits, and other aspects of employment based on race, color, sex, national origin, marital status, age, religion, political affiliation, disability which is unrelated to a person's occupational qualifications, or any other non-merit factor which is not a bona fide occupational qualification.

The Cost of the Program

The cost of the program is the rate of \$15/hour paid to the intern.

The Results/Success of the Program

The Utilities Department hired its first paid intern in the Fall of 2022. The intern currently works part-time at the Smith Lake Water Treatment Facility. The intern has been a great addition to the team and has excelled in learning the day-to-day tasks required to operate a drinking water facility. The intern is due to graduate high school in May 2023. Upon graduating, the intern plans to fill one of the facility's full-time positions. The program has demonstrated the benefit and success of an early entry opportunity into the Utilities Department.

Worthiness of Award

The Stafford County Utilities Department developed a partnership that gave them another way to recruit new employees. This internship program benefits the Water Treatment Facilities and the students looking for a profession to enter after graduation. By recruiting future employees through the school system, Stafford County Utilities is further demonstrating its commitment to the community. New employees can be difficult to find, and Stafford County always looks for new ways to recruit employees. Looking from within Stafford's high school population is a win-win for Stafford, the School and the student. This program is a prime example of a NACo Achievement Award, and one that other localities would easily replicate.

Supplemental Materials

Attached.