

Internship writing projects

Fall 2013 – Terrebonne Parish Consolidated Waterworks

Each project to take approximately 33 hours to complete.

1. Engineering projects workflow documentation

There are specific steps taken when a new development project begins. Each project involves several phases that are administered by several individuals.

All new developments start with Water Service Availability, then move through the various stages of Conditional Approval, Final Inspection and eventually, Final Approval.

There are many steps taken by developers, consultants, engineers and contractors to complete a project. We would like to document this workflow.

Some technical documentation already exists for this process. You may refer to the standard details for new developments and waterline construction available on our website at the following [link](#).

2. Work assignment and dispatch procedures

We would like to document the process by which work is assigned and eventually completed, as well as how various tasks are billed. This involves following the procedure by which a work order is created, assigned and completed by various Waterworks personnel. Work orders may also be initiated via transaction pushed directly from our AS/400 mainframe. Some work orders are created on-the-fly by the dispatcher or workers in the field.

In addition, this documentation will outline the procedures for handling emergency situations, disaster preparation and recovery operations, as well as procedures to be followed in the event of an accident or injury on the job site.

While documentation exists for several aspects of the workflow, such as billing codes, several interviews will be needed to track work from start to finish.

3. Water Quality Nitrification testing procedures

Our primary mission is to consistently provide safe, potable water to our customers. We operate and maintain a state certified bacteriology laboratory to assist us in meeting this goal. While several state mandated criteria must be met, we also have several in-house standards for water quality. One of these is testing for Nitrification.

The process of testing for Nitrification is already documented. However, we would like to supplement the existing documentation with our own procedures for the scientific collection of samples and results data that we collect and report internally, as well as the procedures we implement when Nitrification occurs.