



**Job Title:** Operations Intern  
**Location:** Riverton, WY  
**Job Type:** Temporary  
**Salary:** \$18.00 Hourly

**Open Date:** 04/25/2025  
**Close Date:** 05/09/2025

High Plains Power, Inc. is excited to offer opportunities to the youth in our community, providing a chance to explore different employment fields and to gain real-life experience. This internship opportunity is for current high school students at least 17 years of age or graduating high school seniors. Internships are a paid, non-benefited temporary position.

Applicants must complete employment application online at: [Employment Opportunities | High Plains Power](#)  
Applications submitted after 5:00pm on 5/09/2025 will not be considered.

#### **SUMMARY**

High Plains Power is an electric cooperative owned by the members we serve. First and foremost is providing helpful and courteous assistance to our member/owners.

The Operations Intern is an entry level, temporary position used to introduce the field of metering and linework. The Intern performs various manual labor type tasks at the work site to assist the Foreman such as loading and unloading supplies and materials, cutting brush, ground preparation, and assisting in preparing materials for installation. This position will travel along with the Foreman to various locations typically within Fremont County.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists Foreman in preparing materials for use at the work site- performs tasks as assigned by the crew foreman. Loads and unloads material and equipment.
- Performs manual labor type tasks as assigned by crew foreman such as cleaning truck, loading material, ground preparation, tamping, cutting brush, and moving materials.
- Observes metermen and linemen work, anticipates needs and supplies them with proper materials, equipment, and tools.
- Acts as a flagger when needed. Sets and removes barricades, flags, signs, and flares.
- Responsible for tools and material assigned to the vehicle on which he is working as well as the general good housekeeping of vehicles.
- Performs general cleanup of job sites following completion of work.

- In conjunction with other employees, represents High Plains Power in various community related activities, including volunteer work for local organizations and designing/building Fremont County Fair float.

**MINIMUM QUALIFICATIONS**

Must be a high school student at least 17 years of age or a graduating high school senior. Must be punctual, detail oriented, and motivated. Applicants must demonstrate ambition to develop essential skills, have a desire to be involved in the community and a team atmosphere, and be interested in personal and professional growth.

**WORKING CONDITIONS**

Work is performed both inside and outside. The employee must frequently move up to 50 pounds and occasionally move up to 100 pounds. Employee must frequently navigate stairs. Must recognize, avoid, and communicate safety hazards to others. There may be moderate safety hazards, primarily from falling objects or improperly handled equipment. This position will normally have regular hours of work with irregular volume of activity. Some overtime may be required.

**NOTES:**

- FSLA: Non-Exempt
- High Plains Power is an Equal Opportunity Employer and acts in accordance with ADA, reasonably accommodating qualified applicants with disabilities.
- Eligible applicants meeting the minimum qualifications will be notified only if offered an interview.
- Successful applicants must pass a background/reference check and drug test before hire.
- High Plains Power is a drug-free workplace. All employees are subject to drug testing while employed.