



Your Touchstone Energy® Cooperative



**Job Title:** Shop & Fleet 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 16 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 Shop & Fleet Intern assists with maintenance of vehicles, trucks, equipment, and shop tools. Assists with vehicle transport between HPP locations. This position may assist with maintenance of the facility and grounds, as necessary and as time allows.

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

- Under the direction of the Fleet Manager, will assist with maintenance of the fleet, including simple repairs.
- Transports vehicles between HPP locations. May assist with the transfer of materials to and from outposts in Dubois, Thermopolis, and Casper.
- Assists with cleaning inside and washing outside of vehicles. Helps with preparation of vehicles being transferred or sold.
- Ensures shop facility is clean, orderly, and maintained, in compliance with best practices and safety standards.
- Assists with identification of surplus, obsolete, and scrap tools and equipment.
- Provides support to the Fleet Manager in rigging up and outfitting vehicles.
- May operate equipment used in standard fleet servicing, transportation, and recovery operations.
- 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 16 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, with routine walking, standing, bending, stooping, and carrying/moving heavy items. The employee must frequently move up to 50 pounds and occasionally move up to 75 pounds and move, load and secure both large items and large quantity items. Employee must be able to work at heights up to 20 feet, use hand tools, and have the ability to learn to operate a skid steer. Must recognize, avoid, and communicate safety hazards. 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.