**POSITION DESCRIPTION**

**Position Title:** Capital Projects Intern  
**Position Status:** Temporary  
**Reports to:** Projects and Outreach Director  
**Classification:** Non-Exempt  
**Hours per Week:** Spring — up to 10 hours/week; Summer — 40 hours/week

**Primary Objectives**

Responsible for providing assistance to MWMO engineers, landscape architects and monitoring staff to meet the needs of the MWMO's Capital Projects activity area.

**Major Areas of Accountability**

- Perform field observations of stormwater best management practices (BMPs) to assess performance;
- Perform field observations of active construction projects, which are being funded by the MWMO;
- Perform field observations and hydrologic monitoring in support of MWMO capital project planning;
- Assist with the monitoring & collection of physical/chemical/biological data fieldwork;
- Perform desktop analysis to estimate the amount and quality of water being treated by MWMO-funded BMPs;
- Update and maintain information in the MWMO project tracking database, including adding new data to existing GIS layers and updating project attributes, as needed; and
- Assist other activity areas, as needed, and assigned by the Projects & Outreach Director.
The job responsibilities also include performing miscellaneous office duties such as answering telephones, providing office support, and performing special projects and other responsibilities as apparent or assigned.

**Accountabilities for Collaborative and Team Participation**

- Participate in decisions related to the selection of personnel; e.g. interview panels;
- Orient new employees to organizational programs and team concept;
- Clearly communicate job duties and responsibilities so individuals may proceed with certainty in the performance of their positions; and
- May personally conduct portions of training for new employees to ensure established procedures are clearly understood and followed.

**Knowledge, Skill, and Abilities**

**Education**

Candidates must either have a minimum of bachelors of science degree or be currently enrolled in a four year bachelors of science degree program or graduate program in the field of environmental engineering, civil engineering, environmental science, landscape architecture or a similar field.

Preference will be given to candidates with course work or experience with urban hydrology and water quality.

**Experience**

Experience in water and natural resource and related research, education, management, construction site supervision, watershed-based planning, urban environmental planning, design of stormwater BMPs, preservation or restoration of urban ecosystems is desired, but not required. Related certificates and licenses may be considered.

**Equivalency**

An equivalent combination of relevant education/experience/professional licenses may be considered. Please list all other pertinent information.
INTERN POSITION DESCRIPTION

Desirable Qualifications

- Able to display excellent verbal, written, organizational, and interpersonal communication skills.
- Able to work successfully with considerable independence.
- Able to make immediate decisions and responses.
- Proficiency with the basic uses of ArcGIS software.
- Knowledge of public process in government, urban resource management and environmental issues, storm water management practices, program management techniques, public education/public information, design and graphics, dispute resolution, and group dynamics and interactions.

Additional Skills Required

- Able to display excellent organizational, verbal, written, and interpersonal communication skills.
- Able to work successfully with considerable independence.
- Proficiency with a personal computer (PC) and Microsoft software packages for word processing, spreadsheet, database management and computer generated graphics. Specifically, but not limited to, Microsoft Office, Excel, Word, Access, PowerPoint. Ability to effectively use email and internet applications and other common software applications.

License:

By date of hire, must possess and maintain a valid Driver's License.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements and does not imply a contract.

__________________________________________  ____________________________
Employee's Signature                        Date

__________________________________________  ____________________________
Supervisor's Signature                       Date