

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

Type: Position Description		Document Number: HR-PROC-
Title: Water Resources Intern (Seasonal)		Number of Pages: 2
Originators: Watershed Programs Manager		Approved By: Watershed Programs Manager
Adoption Date:	Last Review/Revision Date: January 25, 2017	Last Review/Revised By: Watershed Programs Manager
Hard Copy Location:	Soft Copy Location:	Application Software/Version: MS Word 2013

DIVISION: **Environmental Programs** **PAY GRADE: \$10.78**

DEPARTMENT: **Watershed Management** **EXEMPT: No**

REPORTS TO: **Water Resources Specialist**

SUBORDINATES: **None**

SUMMARY:

Performs responsible technical work under the direct supervision of the NEW Water’s Water Resources Specialist and Watershed Specialist. This is a seasonal position which is not eligible to receive fringe benefits.

The duties of this position involve support activities affiliated with NEW Water’s Aquatic Monitoring Program (AMP), whole effluent toxicity testing, watershed work, and special projects conducted by the Water Resources Specialist or Watershed Specialist.

Work is performed with initiative and minimal supervision in accomplishing delegated duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists in all aspects of field work conducted for the AMP. Field duties include water sampling, sediment sampling, conducting limnological profile measurements, biological sampling, and installing and maintaining monitoring equipment.

Serves as “First Mate” on NEW Water’s work boat. Responsibilities include assisting with boat operations and navigation, cleaning and maintenance of the work boat, and occasionally operating the work boat.

Assists in various aspects of laboratory work. Those associated with the AMP include conducting routine laboratory analyses, cleaning sample containers, cleaning and maintaining sampling equipment, downloading data from data loggers, transcribing data, and data processing. Assists the Laboratory staff on an occasional basis, duties include conducting routine laboratory analyses, cleaning sample containers and lab ware, and data processing.

Assists in conducting whole effluent toxicity testing. Those duties include collecting samples from both De Pere and Green Bay facilities, organizing extra water samples for additional analyses, and shipment of samples.

Assists the Water Resources Specialist and Watershed Specialist in conducting special projects. Duties may include field activities, lab work, or literature searches.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge - Have a general science background with good knowledge of laboratory practices and terminology, aquatic biology, and chemistry.

Skills and Abilities – Good communication and considerable teamwork skills and abilities are required. Must be reliable, work with initiative, and work effectively with co-workers. Requires the ability to follow complex directions and organize and accomplish tasks with minimal supervision.

Good technical skills and abilities are required. Requires good laboratory techniques, basic mechanical abilities, good computer skills in spreadsheet applications, and basic boating and trailering skills.

A valid driver's license is required.

QUALIFICATIONS:

Must be a student working toward a degree in environmental science, biology, aquatic science, toxicology, or a related discipline. Should have completed coursework in aquatic biology, chemistry, limnology and/or toxicology.

WORKING CONDITIONS:

Normal working environments include outdoors, typically on a small boat, and indoors in an office or laboratory. Field activities are characterized by repeated lifting and carrying of equipment and samples weighing up to 50 lbs., standing, walking, and climbing. Field work is conducted under nearly all weather conditions, resulting in working conditions which include hazards of rolling and pitching of the boat due to wave action, wet surfaces, muddy rough terrain, hot and cold temperatures, and exposure to direct and reflected solar radiation. Field work is conducted away from restroom facilities for up to five hours at a time.

Indoor activities are characterized by occasional lifting and carrying of equipment and samples weighing up to 50 lbs., standing, walking, viewing samples through a microscope, and working at a PC. Laboratory working conditions include the hazards of potential exposure to carcinogens, toxic chemicals, and pathogenic organisms.

APPLICATION:

This position description is intended to identify essential duties and illustrates other kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that will be required of employees or be used to limit the nature and extent of assignments that an individual is required to perform.

Position Descriptions are subject to revision at any time at the discretion of management.