



WARREN COUNTY SOIL & WATER CONSERVATION DISTRICT

POSITION AVAILABLE

POSITION TITLE:	Natural Resource Intern
POSITION DESCRIPTION:	See attached job description
REPORTS TO:	Director, Molly Conley
JOB STATUS:	Full time, Temporary, Non-exempt
SCHEDULED HOURS:	40 hours per week
SALARY:	\$14.00/hour
NUMBER OF POSITIONS AVAILABLE:	4
POSTING PERIOD:	This notice is being posted for a period of time not less than fourteen (14) consecutive calendar days, beginning December 13, 2021.
APPLICATION:	Email a completed Warren County application (found HERE), resume, and cover letter to Sarah Mellon Sarah.mellon@co.warren.oh.us . Applications must be received by 4:00 p.m. on January 28, 2021. This position is subject to a pre-employment drug screen and a background check (BCI).

The Warren County Soil & Water Conservation District is an equal opportunity employer.

**WARREN COUNTY SOIL & WATER CONSERVATION DISTRICT
POSITION DESCRIPTION**

Position Title: Natural Resource Intern

Reports To: Director

Status: Full-time, Temporary, and Non-exempt

Work Hours: 8:00 a.m. – 4:30 p.m., scheduled 40 hours per week, up to 680 hours
(May – August)

Lunch: ½ hour unpaid

JOB RESPONSIBILITIES:

Under the general supervision of the Director or other staff, performs a variety of assigned duties such as stormwater basin inspections, storm drain tagging, illicit discharge detection inspections, construction site inspections and other duties as assigned.

QUALIFICATIONS:

1. Completion of secondary education or equivalent with background experience in civil or environmental engineering, environmental science, biology, geology or a related course of study or any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below.
2. This position requires considerable knowledge of the principles and practices of natural resource conservation and education.
3. Ability to work a flexible schedule.
4. Ability to work independently or as part of a team.
5. Ability to communicate effectively in both oral and written form.
6. Ability to work outside in spring/summer weather.
7. Familiarity with popular computer software (including, but not limited to, ArcGIS, Microsoft Office, and Google Docs) or willing to learn new applications.
8. A valid Ohio driver's license.
9. Takes initiative, is goal oriented, dependable, and has strong motivation.
10. Enthusiasm for District programs.

ESSENTIAL FUNCTIONS:

1. Assist District staff with the completion of stormwater retention and detention basin inspections and associated data input. This is accomplished through a combination of field inspections, report generation, letters to property owners and database management utilizing GIS.
2. Assist District staff with the installation of pollution prevention messages on stormwater drains. Use a map to determine locations needing tags and maintain a log of drain tags installed.
3. Assist District staff in the completion of illicit discharge detection and elimination field work. This is accomplished through visual inspection and the use of a data collector.

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4. Assist District staff in the urban program by assisting with construction site inspections to ensure compliance with the Erosion and Sediment Control Regulations of Warren County.
5. Assist District staff in conservation outreach efforts. Examples of these efforts are Warren County Fair, Touch a Truck, Water Festivals, community group meetings, youth group meetings or youth camps.
6. Assist District Technician with general conservation work and resident technical assistance.
7. Assist Administrative Assistant and Director with general office work.

OTHER DUTIES AND RESPONSIBILITIES:

1. Work outside in inclement weather conditions, over uneven terrain with exposure to various and insects, plants and animals.
 2. May be required to attend meetings and events outside of normally scheduled work hours.
 3. Attend the monthly District Board meeting as instructed by the Board of Supervisors.
 4. Perform other duties as required by the Director.
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My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Personnel Policy Manual and District Work Rules and Policy Manual.

(Employee's Signature)

(Date)

Date Revised: December 8, 2021