POSITION PURPOSE:
Provide assistance with lake and stream monitoring, data recording, field survey and drainage inspections and education activities, while gaining relevant hands-on experience in the environmental field.

MAJOR/ESSENTIAL FUNCTIONS

% of Time

45% Monitoring
- Assist staff in collecting water samples and data on lakes and streams.
- Operate essential water monitoring equipment.
- Prepare water samples for shipment.
- Record, compile and input data into monitoring database.
- Transport and install water monitoring equipment.
- Assist with the coordination and supervision of water monitoring volunteers

10% Education
- Assist with educational presentations or workshops
- Assist with preparation of reports and publications as requested

25% Ditches
- Assist Ditch Inspector with inspection, survey work and data compiling
- Assist with map and file management

20% Miscellaneous Duties
- Assist staff with the preparation and installation of BMP projects
- Attend meetings, conferences and workshops on water quality practices and education
- Assist with Septic inspections
- GIS database development

Other
- Perform other related duties and responsibility as assigned by the District Administrator or Board of Managers
Education/Experience Preferred:
- College student studying environmental related subjects
- Monitoring experience preferred
- Experience working with restoration activities and other Best Management Practices.
- Experience with agricultural practices

Certification/License Required:
- Valid driver’s license

Other Knowledge, Skills, Abilities Required:
- Effective verbal and written communication skills.
- Ability to learn quickly and to work independently as well as with a team.
- Ability to attend meetings, conferences, workshops, and festivals about water quality and education.
- Proficient in Microsoft Office including Excel, Access, and Word.
- Experience in Data Management and data presentations.
- Effective organization skills.

Machines, Tools, Equipment, Electronic Devices, Software Required:
- Office equipment including: computer, calculator, scanner/copy machine, printer, shipping scale, and telephone.
- Microsoft Office.
- Raingear, knee boots, waders.

Physical Effort Required:
- Position involves occasional lifting up to 70lbs.
- Position involves working in unpredictable weather conditions that impact the physical effort expended
- Position involves walking in rugged terrain.
- Position includes withstanding water pressure of high flowing water in waders during all weather conditions and water temperatures
- Position requires extended periods of standing and walking, both in and out of water
- Site visits may occasionally involve extreme hot and cold temperatures.

Mental Effort Required:
- This position receives work direction from more than one person having authority over the position.
- This position requires attention to detail and a need for accuracy.
- This position includes varying amounts of work, some repetitive activities, and concentration on work despite distractions.
- This position must set work priorities and remain flexible, while handling multiple tasks.

Supervision of Others
- This position does not provide supervision or work direction over other employees.
Working Conditions Required:

- Position includes regular exposure to diverse and possibly adverse weather conditions.
- Position includes regular exposure to rugged terrains and variable water temperatures and water pressures.
- This position includes regular exposure to temperature extremes, dirt and dust.
- This position includes frequent travel to various sites within the watershed.
- This position includes office work that is performed in normal office conditions.

Job Outcomes

- Projects a positive, cooperative and respectful attitude with volunteers, Board of Managers, fellow staff members and the general public.
- Maintain record of expenses, time and mileage, for project tracking.
- Provides training and skill development with water monitoring equipment and sampling protocols.
- Provides experience with various environment projects.
- Provides the District with assistance in completing water monitoring duties, ditch inspections and other duties designated by the Administrator and the Board of Managers.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.