

Job Announcement

**SOLANO COUNTY WATER AGENCY INTERNSHIP
(Temporary Position)**

Hourly Salary: \$16/hour

Solano County Water Agency
810 Vaca Valley Parkway, Suite 203
Vacaville, CA 95688

Application and Job Posting available at www.scwa2.com

OPEN UNTIL FILLED

INTRODUCTION:

The Solano County Water Agency is recruiting for 14 Lake Berryessa Outreach internship positions. The job duties are described below.

- Lake Berryessa Outreach Intern- 14 Openings

Lake Berryessa Outreach Internship

This is a temporary position providing environmental outreach and education at Lake Berryessa. The Lake Berryessa Outreach Interns conduct boat screenings and inspections for invasive species (quagga and zebra mussels) and provide water quality and invasive species education to Lake Berryessa users. The interns work directly with the Water Agency and the Lake Berryessa Outreach Program Managers. This position will not exceed 40 hours/week or 1000 hours in a year. Required hours are primarily Fridays, Saturdays, and Sundays from approximately 7:00AM to 5:00PM as well as additionally scheduled weekday shifts, meetings, and trainings.

Employment Duration: April 14, 2017 - October 14, 2017

Internship duration may be shortened depending on student availability.

Internship duration may be extended for some individuals dependent on Water Agency needs.

The ideal candidate will be available to participate in mandatory trainings occurring on:

4/14/17	4/21/17	4/29/17
4/15/17	4/28/17	4/30/17

Interns are expected to work all holidays and holiday weekends (Including Memorial Day, Fourth of July, and Labor Day)

Essential Job Functions:

- Approximately 75% Field, 25% Office
- Administer surveys and distribute information on watersheds and “clean and green” boating practices to boaters and day-users; deliver one-on-one outreach on water quality issues.
- After achieving Mussel Inspector I certification, conduct boat screenings and inspections for invasive aquatic species.
- Educate boaters on invasive aquatic species and how to prevent the spread of invasive species.
- Organize and maintain an inventory of program materials and supplies.
- Create, organize, and manage data and photos collected each week.
- Prepare weekly and final summaries of the data collected.
- Compose newsletter articles about watershed protection and the Lake Berryessa Boater Outreach program.
- Enthusiastically wear the “Bilgee” costume to inform boaters of Lake Berryessa’s bilge pad program as well as keeping watersheds clean and healthy; serve as an assistant to others wearing the Bilgee costume while simultaneously conducting surveys.
- Help analyze and create a final report on all program data collected; present summary to partner agencies.
- Other duties as assigned.

Benefits for Lake Berryessa Outreach Interns:

- Resume and cover letter workshop.
- Enhanced presentations skills (interns present final data to partner agencies).
- Professional growth in teamwork, leadership, data management, and public relations.
- Certifications through recognized government agencies.

Additional Requirements: Interns must complete the Level I Inspection certification training within 30 days of employment. The course will be offered through the Solano County Water Agency.

MINIMUM QUALIFICATIONS:

- Current student in the process of an undergraduate degree or a recent graduate student that graduated within the last four months.
- Focus of study or declared major in: environmental science, environmental planning, engineering, watershed science, biology, ecology, horticulture, soil and water science, landscape design, architecture, public relations or similar field.
- Prior experience in customer service preferred but not required.
- Excellent communication and organizational skills as well as the ability to multi-task.
- Must be comfortable working alone, with a partner, and on a team.
- Must be able to work in extreme heat and inclement weather.
- Environmental education and outreach experience encouraged but not required.
- Possess a car and valid CA Driver’s license.
- Good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. Driving record must not contribute to an increase in the Agency’s automobile insurance rates.

- Willingness to have a relatively consistent schedule (minimum of 12 hours per week, maximum of 40 hours per week) and perform other tasks as assigned by SCWA staff.

PHYSICAL DEMANDS

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer; strength, stamina, and mobility to perform medium physical work; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or tablet. Internships listed above bend, stoop, kneel, reach and climb to perform work and perform inspections. Interns must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Interns partially work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Interns also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Interns may interact with upset members of the public.

COMPENSATION:

Internships are temporary positions (\$16 per hour). Medical, dental, vision, and retirement benefits are not provided. Candidates will be required to drive to their primary reporting locations, and mileage will be provided for work-related driving.

TO APPLY:

Submit a completed application, resume, and cover letter to the address below, or email to:

jobs@scwa2.com. For inquiries regarding the positions listed, please call (707) 455-4450.

Attn: Katherine Ashley
Solano County Water Agency
810 Vaca Valley Parkway #203
Vacaville, CA 95688