

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

Final Filing Date: September 6th, 2017, 5:00 PM PST.

INTRODUCTION:

The Solano County Water Agency is recruiting for 2 paid water conservation internship positions. The job duties are described below.

- Water Conservation Intern (Landscape Design focused) – 1 Opening
- Water Conservation Intern (Public Relations focused) – 1 Opening

JOB DESCRIPTIONS:

Water Conservation Internship (Davis Nursery)

This is a temporary position providing technical assistance to the Solano County Water Agency and Urban Water Conservation Committee staff. Interns will mainly assist in the implementation of the Water Efficient Landscape Rebate Program and occasionally work at the Davis plant nursery assisting the public in receiving plants for their landscape and educating the public on proper plant placement and soil preparation/planting techniques. This position may also oversee volunteers at special events throughout the Solano County area. The position will also require the promotion of sustainable landscaping through social media and special events. This position will not exceed 40 hours/week or 1000 hours in a year. Experience or knowledge of plant and landscape design is preferred.

Employment Duration: October 2, 2017 – May 31, 2018
(internship duration may be extended dependent on Water Agency needs)

Essential Job Functions:

- Approximately 70% Field, 30% Office
- Continuous and routine public engagement in person about plants, soil, and sustainable landscapes
- Public outreach and education at people's homes and at special events
- Oversee and guide volunteers at special events
- Provide helpful insight on water efficient landscape concepts to the public

- Up to date knowledge of California's drought and methods of outdoor water conservation
- Data management / data entry / detailed record keeping / library maintenance
- Other duties as assigned

Benefits for Water Conservation Intern:

- Opportunity to work independently and gain experience in landscape design projects and supervisory experience with volunteer crews
 - Enhanced knowledge of local horticulture
 - Enhanced knowledge of water efficient and sustainable landscaping
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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: landscape design, landscape architecture, environmental science, environmental planning, watershed science, horticulture, soil and water science, communications, 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.
- Ability to work independently and identify and initiate completion of tasks.
- Ability to communicate effectively with supervisors and co-workers.
- Microsoft Outlook and Office experience (Word and Excel).
- Environmental education and outreach experience encouraged but not required.
- Possess a 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.
- Availability during employment durations listed.
- Willingness to have a relatively consistent schedule (minimum of 10 hours per week, maximum of 40 hours per week) and be available when special events are scheduled, including occasional weekends.

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. 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, Agency vehicles may be available for use and mileage will be provided for work-related driving.

TO APPLY:

Submit a completed application, resume, and cover letter to the address below by September 8th, 5:00 PM, or until filled. For inquiries regarding the positions listed, please call (707) 455-4450.

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