

NORTH ST. LOUIS SOIL & WATER CONSERVATION DISTRICT POSITION DESCRIPTION & NOTICE AQUATIC INVASIVE SPECIES INTERNSHIP

INTRODUCTION: The North St. Louis SWCD is seeking two interns for the 2019 Aquatic Invasive Species (AIS) program. Interns will assist with North St. Louis SWCD activities including watercraft inspections, outreach, supervision and monitoring. Flexible scheduling. Regular working hours will include weekends and holidays. **Apply via mail or email by March 6, 2019** - details on next page.

DUTIES AND RESPONSIBILITIES:

1. Watercraft Inspection & Decontamination Program
 - a. Inspects and decontaminates watercraft for AIS
 - b. Provides technical support and supervision to watercraft inspectors
 - c. Assists with watercraft inspector on-the-job training and guidance
 - d. Uses mobile device for communication with employment agency and AIS Program Coordinator, conducting inspections, and scheduling
 - e. Assists with movement, set-up, and maintenance of decontamination stations
 - f. Conducts resort education, communication, and assists with private access watercraft inspector training
 - g. Follows protocols for notifying employment agency and AIS Program Coordinator of program concerns
 - h. Completes data entry, data analysis and summary reports
2. Aquatic Invasive Species Monitoring
 - a. Assists with aquatic invasive species early detection trainings for volunteers
 - b. Conducts AIS early detection surveys at boat ramps
3. Public Education and Outreach
 - a. Provides AIS education and outreach at special events and to organizations including but not limited to resorts, bait shop dealers, lake service providers, fishing tournaments, townships and lake associations
4. Other duties as assigned

ESSENTIAL JOB FUNCTIONS:

1. Obtains Level 1 and Level 2 DNR watercraft inspector certification
2. Works independently with minimal supervision
3. Willingness to work varying hours and in adverse weather conditions. Watercraft inspector supervision is mainly Thursday through Sunday
4. Ability to enter and manage data using various devices
5. Dynamic customer service skills
6. Ability to pass criminal background check(s)
7. Valid Driver's License with clean driving record

MINIMUM QUALIFICATIONS:

- Current enrollment in an associate or bachelor program in natural resources related field such as biology, environmental science, ecology, recreation, enforcement, etc.
- Computer skills that include Microsoft Office suite of programs

DESIRED QUALIFICATIONS:

- Prior watercraft inspection and decontamination experience
- Knowledge of federal and state statutes, rules and policies applicable to aquatic invasive species, employment and safety

SUPERVISION:

This position is under the direct supervision of the AIS Program Coordinator. Performance of each duty and assigned responsibility will be evaluated by the AIS Program Coordinator.

HOURS, WAGE & BENEFITS: \$15.00/hour, no benefits with this temporary position. Hours may vary between 30 and 40 weekly, primarily Thursday-Sunday and holidays. Additional hours may be available after completion of internship through mid-October.

SEND RESUME & COVER LETTER TO:

Emily Nelson, AIS Program Coordinator
North St. Louis Soil & Water Conservation District
307 1st St S, Ste 114
Virginia, MN 55792

emily@nslswcd.org

No phone calls during the hiring process, please.

ANTICIPATED TIMELINE:

Apply on/by March 6, 2019
Interviews – March 12, 2019
Board approval – March 13, 2019
Start date – Late April or May as mutually agreed

VETERANS PREFERENCE POINTS:

The SWCD gives veterans preference points to eligible applicants during application screening. Please include a copy of your DD214 and other required documents if you are applying for Veteran’s preference points.

DATA PRIVACY:

Minnesota Statutes Chapter 13 requires that you be informed of the following about private data requested in the application process.

Name, home address and telephone numbers, and email address are used to identify you and to contact you about potential job opportunities. If your name is not provided, we won’t be able to process your application. If your contact information is not provided, we will not be able to contact you and may reject your application. If you are a finalist for a vacancy, your name becomes public data and is available to anyone.

You are not legally required to provide any of the private data listed above. SWCD employees and board supervisors involved in the selection process may have access to your private data if their work assignments reasonably require access. Others who may legally access the above data are individuals or agencies to whom we are required to release the data by law, rule or court order.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex, marital status, familial status, age, sexual orientation, status with regard to public assistance, disability, genetic information, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.

North St. Louis Soil & Water Conservation District is an equal opportunity and veteran friendly employer. In compliance with the Americans with Disabilities Act, the SWCD may provide reasonable accommodations to qualified individuals with disabilities during the application and selection process and upon employment.