



POSITION ANNOUNCEMENT

Lake of the Woods Soil and Water Conservation District
Federal Building, PO Box 217, Baudette, MN 56623
Phone: 218-634-1842 ext. 3 / Fax: 218-634-1726

TITLE: Water Monitoring Intern

Application Deadline: 4/30/08

LOCATION: SWCD Office, Baudette, MN

SALARY & BENEFITS: \$9.35 to \$ 11.15 per hour, DOQ. No benefit package included with this position.

HOURS/DAYS: Typical office hours are Monday-Friday, 8:00 a.m.-4:30 p.m. Work hours are based on a 40 hour week for 14 weeks (not to exceed 560 hours). Some days the applicant will need to start as early as 5:30 a.m. Some evening and weekend work may be necessary. A flex or compressed work schedule is available.

POSITION PURPOSE:

This temporary full-time position is under the general supervision of the SWCD Board, working directly with local staff. The position will start in mid-May and continue through mid-August. Primary duties will include water quality sampling (weekly and immediately following rain events), calibration and maintenance of water monitoring equipment, assisting with culvert inventory, shoreline inventory data collection, ArcView data entry, participating in SWCD education programs, and office assistance. The intern will also provide technical assistance and information on SWCD programs and activities as needed.

PREFERRED QUALIFICATIONS:

High school education or equivalent required. Some college education in Natural Resources/Environmental Science or related field preferred but not required. Must have valid drivers license and be able to drive a manual transmission. Applicants must be able to clear customs on both US and Canadian Borders. Applicants must possess strong written, verbal, and interpersonal communications skills, and be capable of working with a wide variety of people. Must have strong computer skills, with experience in Microsoft Word and Excel, and ArcView/ArcMap preferred. Must be able and willing to work in the outdoors under limited supervision in diverse field conditions, on sometimes rough terrain. Must be able to lift up to 50 lbs. on occasion.

DUTIES AND RESPONSIBILITIES:

- Bi-weekly water quality monitoring, starting as early as 5:30 am
- Applicant must be able to work on short notice, immediately following a rain event. Flexibility is a must
- Conduct stream sampling (Water temp, Transparency, Dissolved Oxygen, pH, Conductivity, plus chemistry)
- Calibration and maintenance of monitoring equipment
- Arrange delivery of water samples in a timely manner
- Assist with various projects including culvert inventory, shoreline inventory, streambank restoration workshops, and engineering projects
- Assist with other conservation programs as needed (Cost-Share, WRP, EQIP, CRP, etc.)
- Data entry, data management, clerical and filing assistance
- Other duties as assigned by the SWCD Staff or SWCD Board

TO APPLY:

Applications are available by contacting the SWCD office. They may also be found online at www.lakeofthewoodsswcd.org Send a completed application, along with a cover letter, to Lake of the Woods SWCD, P.O. Box 217, Baudette, MN 56623, or e-mail to corrbyn.trask@mn.nacdn.net
Applications must be received by April 30, 2008. Interviews will be conducted at a later date. Additional information may be obtained by calling (218) 634-1842 ext. 3.

Equal Employment Opportunity

Candidates will be considered without discrimination for any non-merit reason such as race, color, religion, sex, national origin, age, marital status, or physical handicap.