



CITY OF ROSEVILLE		JOB DESCRIPTION	
Job Description Title:	Environmental Intern	FLSA Status:	Non Exempt / Non Union
Department/Division:	Public Works/Engineering	Position Status:	May to September, full time
Accountable To:	Environmental Specialist	Salary Grade:	\$15.00 - \$18.00 DOQ
Prepared By:	Ryan Johnson	Revision Date:	12/19

Job Summary:

The Environmental Intern will provide assistance to Engineering staff for projects that advance the City’s stormwater, recycling, and sustainability goals. Job assignments are based on interest and ability. Duration of position can be modified to meet school schedules, and there may be an opportunity for part-time or full-time employment during the school year.

Scope of Responsibility:

This position is from May to September, full time, and works under the supervision of the Environmental Specialist. Environmental Interns assist Engineering staff with technical and administrative assistance as it relates to the City’s stormwater projects, increased recycling, energy efficiency, resiliency, and carbon footprint. This position can have public contact requiring tact, courtesy, and good judgment.

Essential Duties and Responsibilities:

1. Stormwater
 - Inspection of and coordination of private Best Management Projects (BMPs)
 - Inspection of public BMPs and drainage systems
 - Education and Outreach to targeted areas for the Adopt-a-Drain program
2. Recycling
 - Education and Outreach to increase awareness of the City’s Recycling Opt-In program
 - Expand the City’s organics recycling program
3. Sustainability
 - Research Sustainability efforts to use community resources most efficiently.
 - Develop and recommend policies to achieve sustainability.
 - Recommend and implement actions to improve the City’s sustainability report (e.g. Green Step Cities, B3 Benchmarking, etc.)
 - Update and expand the City’s Water Conservation Program
4. General
 - Provide customer service to the public and contractors.
 - Data management: Maintain and update files and databases. Assist with or create summaries and reports upon request.

Knowledge & Skills:

- Is punctual, reliable and dependable in regards to work schedule.
- Possesses positive, energetic and positive attitude.
- Skill set should include successfully working with and through people in establishing goals, objectives, and action plans to produce expected results.

Minimum Qualifications:

- Students at an accredited university or technical school.
- Ability to work independently.
- Experience using Microsoft office products (Word, Excel and Access).
- Attention to detail; ability to accurately collect data, maintain records, and report information.
- Valid driver's license.

Desirable Qualifications:

- Knowledge in environmental (stormwater, recycling, and sustainability) practices for municipalities
- Strong oral and written communication skills

Physical Demands & Working Conditions:

Roseville Environmental Interns generally work indoors, with periods of work outdoors. The position requires high attention to detail.

Application Deadline:

Friday February 28, 2020

Applicants should provide a resume and cover letter.

For more information, or to apply, contact:

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