



City of Duluth
3167 Main Street
Duluth, GA 30096
(770) 476-3434

JOB DESCRIPTION

JOB TITLE: **STORMWATER FIELD INTERN (PART-TIME)**

DEPARTMENT: Community Development & Engineering / Stormwater Division

SUPERVISOR: Stormwater Program Administrator

DATE: February 5, 2024

FLSA: Exempt

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer without notice as the needs of the employer and/or requirements of the job change.

JOB SUMMARY:

The Stormwater Field Intern is responsible for identifying, verifying, and determining current conditions of public and private drainage easements throughout the City. Successful candidates will work closely with stormwater and GIS staff to ensure an accurate database is developed. Once fieldwork is complete, interns will assist with educating property owners on proper care and maintenance of drainage easements. The City expects to hire two interns to work as a pair for fieldwork and work independently in the office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Map and plat research
- Logistical planning for field verification of easements via geographical zones
- Fieldwork (verification, status, and condition determination)
- Letter writing and educational outreach to easement owners
- Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the "knowledge, skill, and/or ability" required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

MINIMUM REQUIREMENTS:

Education and/or Experience:

Candidate must be currently enrolled in, or a recent graduate of an accredited college or university with studies or a degree in Engineering, Planning, Landscape Architecture, Environmental Science, or related field.

Knowledge, Skills, and Abilities:

- Basic knowledge of principles and practices related to stormwater (how the cycle works, and how to identify problem spots in the overall system).
- Good communication skills (verbal and written).
- Good organizational and logistical skills.
- Ability to drive to/from around Duluth.
- Ability to walk through wooded and uneven areas.
- Ability to identify and avoid poison ivy and like species.
- Ability to use iPad.
- Ability to use current Microsoft suite of software (Word, Excel, Powerpoint, etc).
- Knowledge of Geographic Information Systems (GIS) is a plus.

OTHER REQUIREMENTS:

Possession of a valid Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR). Intern must furnish transportation.

TOOLS AND EQUIPMENT USED:

- Desktops, laptops, iPads, cell phones, motor vehicle, copiers, scanners, and standard office equipment.

PHYSICAL DEMANDS:

The majority of this job will be fieldwork. Candidate must be able to navigate a variety of terrain in summer weather. In excessive temperatures or heavy rains, the candidate may be assigned office work. It is imperative that candidates understand the importance of hydration, sunscreen, personal protective equipment, and how to identify heat-related injuries. Candidate may plan his/her office work for inclement weather days or choose to do fieldwork in the morning and office work during the heat of the day.

COMPENSATION: Interns are expected to work 25-30 hours per week, for 10 - 12 weeks. Interns will be compensated \$20/hour. No additional benefits are included.

AMERICANS WITH DISABILITIES ACT (ADA):

The City of Duluth, in compliance with Federal law, will provide reasonable accommodations to qualified individuals with disabilities.

EQUAL OPPORTUNITY EMPLOYER:

The City of Duluth is an Equal Opportunity Employer. The City will conform with all applicable local, state, and federal laws concerning employment and will not illegally discriminate with regard to age, sex, sexual orientation, gender identity, race, color, religion, national or ethnic origin, disability, genetic information or other legally protected status or classification, except where mandated or permitted by law as a bona fide occupational qualification.

It is the policy of the City of Duluth to provide equal employment opportunities for all applicants and employees. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and other terms and conditions of employment.