

SOLANO COUNTY WATER AGENCY



JOB DESCRIPTION

Lake Berryessa Invasive Species Prevention Intern SOLANO COUNTY WATER AGENCY

HOURLY WAGE RANGE

\$16.00 Hourly

JOB TYPE: Seasonal

CLOSING: Until Filled

LOCATION: Vacaville, CA

Lake Berryessa Invasive Species Prevention Internship

This is a temporary position screening and inspecting watercraft at Lake Berryessa. The Lake Berryessa Prevention program interns conduct watercraft screenings, and biological inspections for invasive species (including but not limited to quagga and zebra mussels) and provide water quality and invasive species education to Lake Berryessa users. The interns work directly with the Water Agency Mussel Prevention Technician. This position will not exceed 40 hours/week or 1000 hours in a year. Required hours are primarily Fridays, Saturdays, and Sundays from approximately 7:00AM to 5:00PM as well as additionally scheduled weekday shifts, meetings, and trainings.

Employment Duration: April 1, 2019- October 14, 2019

Candidates will be required to attend training on the following dates:

3/22/19 3/23/19 3/24/19

(Internship duration may be extended for some individuals dependent on Water Agency needs)

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Interns are expected to work all holidays and holiday weekends (including but not limited to Mother's Day, Father's Day, Memorial Day, Fourth of July, and Labor Day), and additional weekends/weekdays as instructed. **From the months of May-August internship hours may reach 40 hours per week.**

Essential Job Functions:

- Approximately 85% Field, 15% Office
- After achieving Mussel Inspector I certification, conduct boat screenings and inspections for invasive aquatic species.
- Educate boaters on invasive aquatic species and how to prevent the spread of invasive species.
- Organize and maintain an inventory of program materials and supplies.
- Create, organize, and manage data and photos collected each week.
- Prepare weekly and final summaries of the data collected.
- Compose newsletter articles about watershed protection and the Lake Berryessa Boater Outreach program.
- Update a database that tracks boat movements throughout the western United States via mobile applications on iPad and iPhone platforms.
- Help analyze and create a final report on all program data collected; present summary to partner agencies.
- Other duties as assigned.

Benefits for Lake Berryessa Outreach Interns:

- Resume and cover letter workshop.
- Enhanced presentations skills (interns present final data to partner agencies).
- Professional growth in teamwork, leadership, data management, and public relations.
- Certifications through recognized government agencies.
- Increased knowledge of invasive species and the ability to recognize and identify them in other fields.

Additional Requirements: Interns must complete the Level I Inspection certification training within 30 days of employment.

MINIMUM QUALIFICATIONS:

- Current student in the process of an undergraduate degree or a recent graduate student that graduated within the last four months. Desirable but not required.

810 Vaca Valley Parkway, Suite 203
Vacaville, CA 95688
(707) 451-6090
Fax (707) 451-6099

- Focus of study or declared major in: environmental science, environmental planning, engineering, watershed science, biology, ecology, horticulture, soil and water science, landscape design, architecture, public relations 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.
- Must be comfortable working alone, with a partner, and on a team.
- Must be able to work in extreme heat and inclement weather.
- Environmental education and outreach experience encouraged but not required.
- Possess a car and 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 12 hours per week, maximum of 40 hours per week) and perform other tasks as assigned by SCWA staff.

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 and perform inspections. 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, and mileage will be provided for work-related driving.

TO APPLY:

Submit a completed intern application, resume, and cover letter to the address below by February 28th 5:00 PM, or until filled to internjobs@scwa2.com. You can also mail your application to the address below. For inquiries regarding the positions listed, please call Water Resources Technician Zach Hyer 707-898-0064. Please leave your name, number, and a detailed message.

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