

SAUK RIVER WATERSHED DISTRICT
POSITION DESCRIPTION

JOB CLASSIFICATION: **Technical Specialist 1**

POSITION TITLE: **Seasonal Environmental Technician / Intern**

REPORTS TO: **District Administrator**

POSITION OBJECTIVE:

The Seasonal Environmental Technician/Intern is responsible for assisting in the implementation and coordination of environmental programs and practices that deal with natural resource planning and protection and a variety of activities that will provide for sound water management. The position will assist with ditch and permit inspections and reporting, assist with monitoring activities, assist with inspections and reporting of Best Management Practice (BMP) Contracts, assist in implementation of educational programs within the District, and conduct other administrative activities as necessary. The position duration will be for a period up to 6 months. The position can lead to advancement within the SRWD.

MAJOR/ESSENTIAL FUNCTIONS: **Environmental Technician will:**

1. Conduct field inspections of SRWD Permits to document compliance to assist the Permit Manager and their program.
2. Assist the Ditch Inspector with field inspections as directed, of legal drainage systems under the authority of the Sauk River Drainage Authority.
3. Assist the Monitoring Coordinator with field monitoring, data collection, water sample collection, data management, and document preparation.
4. Assist the Environmental Technician in completion of all above tasks as necessary.
5. Lead small group educational programs for youth and adults as necessary to assist the Education and Outreach Coordinator.
6. Assist with assembly of large mailings or documents as necessary, and other administrative tasks.
7. Perform other duties and tasks as assigned.

MINIMUM QUALIFICATIONS:

Enrolled in, or completed, a 2 or 4 year Science program or equivalent in the field of environmental studies/science, water resources, biology, ecology or a related field. Familiarity with stream hydrology, water quality monitoring and chemistry, and public presentation is preferred. Good communication and computer skills are required. A satisfactory background check will be required.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to learn/use field equipment related to environmental monitoring, inspection, and reporting.
2. Ability to establish and maintain effective working relationships, work independently and in team settings.
3. Knowledge of appropriate office equipment and software programs, including Microsoft Office.
4. Good organizational and time management skills.

5. Ability to communicate tactfully both orally and in writing with the public.
6. Ability to develop clear and accurate reports as necessary in all departments.
7. Holds a current ATV Safety Certification or able to obtain certification within 30 days of employment starting date.
8. A background in agriculture is helpful, but not required.
9. Pesticide application certification helpful but not required.
10. Commercial Drone Pilot certification helpful but not required.
11. Familiarity with ArcGIS Pro or equivalent preferred but not required.
12. Knowledge of the field of environmental science and related areas and disciplines
13. Basic knowledge of chemistry.
14. Must have a valid Minnesota driver's license and have a vehicle available for periodic business use on a mileage reimbursement basis. The vehicle must have insurance approved by the District and meets the requirements of the State of Minnesota.

SUPERVISORY RESPONSIBILITIES:

None, unless otherwise assigned.

RESPONSIBILITY FOR PUBLIC CONTACT:

This position requires a certain level of public contact requiring tact, courtesy, professionalism and good judgment.

PHYSICAL AND MENTAL DEMANDS:

Site visits may occasionally involve extreme hot and cold temperatures. Position may occasionally involve walking in rugged terrain. Position involves occasional lifting up to 70lbs. Position may require extended periods of sitting and repetitive action operating computer equipment.

WORKING CONDITIONS:

Normal working hours total, and should not exceed, 40 hours per week, M-F. The typical workday will be 8 hours. Some days may be longer or shorter, depending on task. Schedule will be adjusted accordingly. The majority of work is performed outside the office with follow-up computer work in the office. Position requires travel for site visits and occasional exposure to outdoor weather extremes during site visits. Some site visits/field work will be performed independently.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Approved February 18th, 2025 , Sauk River Watershed District Board of Managers