

# City of Foley

## JOB DESCRIPTION

**Job Title:** Environmental Internship

**Department:** Environmental Development

**Note:** This job description is not an employment agreement or contract. The City of Foley has the exclusive right to alter the description at any time without notice. Statements included in this description are intended to reflect in general the duties and responsibilities of the job and are not to be interpreted as being all-inclusive. An employee holding the job described herein may be assigned other duties and duties described in this description may be changed or deleted from the employee's job. Hours of work as stated in the description (full time or part time) may vary dependent upon the changing needs of the City.

### Relationships

Reports to: Environmental Manager

Subordinate Staff: None

### Job Summary

Under the general supervision of the Environmental Manager and Environmental Assistant, Environmental Internship performs office assistant duties and assistance for the Environmental Manager. Employee assists with the educational programs at the Graham Creek Nature Preserve and the implementation of various environmental permit programs for the City. Work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria. The employee uses initiative in carrying out work assignments regarding office assistant skills with minimal supervision, and works closely with supervisor on more complex environmental tasks.

### Job Domains

#### **A. Environmental Inspection Duties**

1. Assist Environmental Assistant with environmental inspections to include construction, UST, illicit discharges and scrap tires.
2. Assist Environmental Manager with the implementation of the water quality monitoring plan to include calibration of equipment, field sampling and data collection.

#### **B. Graham Creek Nature Preserve**

1. Assist in development and implementation of educational programs and camps for summer groups to include environmental education and outdoor recreation.
2. Assist in establishment of nature center to include preparation, setup and maintenance of aquariums and terrariums as habitats for live educational specimens, assist with the design and setup of the children's educational area and working with the Office Manager to enhance the nature center while welcoming visitors.
3. Assist in development of interpretive signage to be placed throughout park.
4. Assist with trail maintenance

## **Knowledge, Skills and Abilities**

(All can be acquired on the job)

1. Ability to gain good working knowledge of environmental laws and ordinances, City functions, policies, rules and regulations.
2. Ability to maintain accurate records.
3. Ability and skills to operate sampling equipment for the monitoring of water quality.
4. Ability to work independently with little supervision and exercise good judgment.
5. Ability to work outside in extreme conditions and during all seasons of the year.
6. Knowledge of and ability to use Microsoft Office proficiently to include Word, Excel and Publisher.
7. Ability to research and compile data.
8. Writing and grammar skills to clearly and concisely compose correspondence, prepare documents, reports, forms, records and other miscellaneous materials.

## **Other Characteristics**

1. Equivalent to completion of the 12<sup>th</sup> grade required; supplemental course work or training in environmental sciences.
2. Currently enrolled in an accredited college to pursue a career in the environmental sciences field or a related field of study.
3. Combinations of education and experience or equivalent combinations of education and experience, knowledge skills and abilities to accomplish complex tasks as identified above.
4. Visual acuity to read print and numbers without error; corrective lenses are acceptable.
5. Auditory acuity to hear and understand normal conversation; hearing aid is acceptable.
6. Sufficient dexterity of hands and fingers to write and operate a calculator, computer and other office equipment.
7. Body mobility to move freely about the office.
8. Body mobility to walk numerous sites including construction sites, wetland habitats and businesses.
9. Ability to attend meetings, seminars and conferences, as required.

## **Work Environment**

The work environment involves moderate risks with some exposure to potentially hazardous situations, e.g. exposure to environmental pollutants. Also the work environment involves moderate risks with unusual environmental stress which require a range of safety and other precautions, e.g. working at construction sights, wetlands and undeveloped areas and exposure to extreme weather conditions, or similar situations where conditions cannot be totally controlled.

## **Physical Demands**

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.