

**STORMWATER INTERN
WATER RESOURCE PROTECTION
PAY GRADE - HOURLY RATE
Revised 2/23/17**

GENERAL PURPOSE

The Stormwater Intern position will work with the Stormwater Program Coordinator in implementing the six Minimum Control Measures (MCMs) as outlined in [Maine's Small Municipal Separate Storm Sewer System \(MS4\) General Permit](#) and the [City's Stormwater Program Management Plan](#). There are numerous tasks within these six MCMs that need to be completed each year to maintain compliance with the MS4 General Permit. The intern will provide support for the City's Education & Outreach (MCM1) and Illicit Discharge Detection and Elimination (MCM3) efforts, among others.

SUPERVISION RECEIVED

Under the general guidance of the Water Resource Protection Collection Systems Manager and Stormwater Program Coordinator.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with implementation of plans and programs for compliance with the requirements in the [MS4 General Permit](#) concerning the six Minimum Control Measures and as outlined in the [City's Stormwater Program Management Plan](#).
- Assist with the implementation of Watershed Management Plans (WMPs) and/or pollution reduction programs and plans consistent with established [Total Maximum Daily Loads \(TMDLs\)](#) for the [City's urban impaired streams](#).
- Assist with identifying & GPSing ditches and drainage swales in the public right-of-way.
- Maintain guidance documents on use of Best Management Practices (BMPs) for commercial, residential and municipal activities.
- Prepare reports for the Stormwater Program Coordinator to present to governing bodies, City Council, at public hearings and meetings to public agencies and groups.
- Assist with establishing and implementing a pet waste management outreach program for

Hinckley Park, Willard Beach and other public spaces throughout the City.

- Develop and maintain effective communications with the public, contractors and other government agencies to provide information in working collaboratively on stormwater program activities and stream restoration projects.
- Participate with partners to provide group storm drain stenciling activities throughout the City as part of public education and outreach efforts.
- May assist in grant writing proposals and the implementation of grant-funded projects accepted by the City in support of the stormwater program and stream restoration efforts.
- Support stormwater system water quality monitoring and dye testing in targeted watersheds to identify potential sewer cross connections and various other task related to water resource protection.
- Compile data for program improvement from Household Hazardous Waste Collection Day.
- Assist in creating GIS data layer of properties storing hazardous materials with potential to enter public stormwater system.

PERIPHERAL DUTIES

Perform other related duties and responsibilities as required.

DESIRED MINIMUM QUALIFICATIONS

1. Enrolled in a two or four-year degree program in engineering, environmental sciences, natural resources or related field;
2. Some experience or knowledge of stormwater management or a related environmental, engineering or water resource protection field;
3. Equivalent combination of education & experience that provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess a valid State of Maine Class C driver's license.

TOOLS AND EQUIPMENT USED

Personal computer including word processing, presentation, spreadsheets, and GIS system mapping software and related office equipment (copier, scanner, etc.); skill in use of flow meters, stream & water quality monitoring equipment, and motor vehicles.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing 25-50 pounds, crouching/kneeling, bending, reaching, keyboarding, close vision, color/depth perception, hearing sounds/communication, speaking clearly and handling/grasping/fingering objects. Exposed to normal hazards associated with construction sites, including equipment, traffic, dirt, dust, vehicle fumes, noise, extreme temperatures and wet/icy conditions. May be required to wear protective clothing and/or equipment. Safety precautions must be followed at all times to avoid injury to self and others. May occasionally be exposed to irate individuals. May occasionally travel out of town for training and other related meetings.

WORK ENVIRONMENT

The work environment described here is representative of what an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Work is generally performed in an office environment, but also requires travel to a variety of locations to perform field work in all weather conditions. Employee may be exposed to noise from basic office equipment operation, and occasionally works near moving mechanical parts, and is exposed to wet/humid conditions, vibration, and construction equipment.

Essential functions may require maintaining physical condition necessary for walking rough terrain and climbing inclines at work sites. May also be exposed to conditions and hazards associated with construction sites and potentially hazardous materials and equipment, fumes or vapors, airborne particles, and toxic or caustic/acidic chemicals

SELECTION GUIDELINES

Knowledge

- Familiarity with stormwater management concepts.
- Effective methods of organizing and utilizing data, equipment, personnel and resources.
- Proficiency with Microsoft Office applications specifically Excel, Word and PowerPoint is essential. Familiarity with Geographic Information Systems (GIS) applications such as ArcMap and ArcGIS Online is strongly desired.

Ability

- Communicate effectively both orally and in writing.

- Analyze situations accurately and adopt an effective course of action.
- Prepare and deliver written and oral presentations.
- Work independently with minimal direction.
- Establish and maintain effective working relationships with those contacted in the course of work.

TERM OF EMPLOYMENT

This full-time position generally begins in mid-May and continues until late-August / early-September. There is also an opportunity for part-time employment throughout the fall months depending on the applicant's availability.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.