



**Position Title**

**Temporary Technician or Intern**

**Position Objective**

As a member of a small, collaborative team, this position provides technical assistance in water resource protection as it relates to implementation of the goals, policies, and programs identified in the Watershed Management Plan (WMP) of the Comfort Lake -Forest Lake Watershed District (District). The position adds value by assisting with program and project implementation, coordination, and recordkeeping.

**Status**

Temporary Fulltime

**Pay Range**

\$15 - \$17/hr

**Accountable to**

District Administrator

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## Key Responsibilities and Duties

### Permitting

- Conduct erosion and sediment control inspections at permitted and unpermitted work sites within the District
  - Write and interpret technical reports pertaining to permit site inspections, site plan updates, and site stabilization requirements
  - Recommend site conditions and if CLFLWD oversight is required for unpermitted work sites
- Assist with administration of new permits
- Assist permittees with submittals
- Work with permitting staff to ensure accurate filing of all permits and related documents in the Shared Drive and Access database
- Meet with permittees and contractors on site and answer questions about site condition, project status, and permit processes
- Assist with maintenance of permitting files and related permitting database
- Fulfill additional permitting duties assigned by the Permitting Coordinator, Senior Program Manager, and/or District Administrator

### **Education and Outreach**

- Provide public outreach support by fielding questions from citizens who call or stop by the District office
- Participate in educational activities as assigned, e.g., local public events and festivals, workshops
- Assist with dissemination of educational materials as assigned, e.g., flyers, mailers, surveys

### **Monitoring**

- Assist in the coordination and implementation of the monitoring programs including
  - Do-It-Yourself (DIY) monitoring
  - Citizen Assisted Tributary (CAT) monitoring
- Assist with data preparation, organization, and database entry
- Help with the calibration and maintenance of District monitoring equipment

### **Technical Resource Sharing and Interagency Communication**

- Participate in meetings with local government officials and staffs to support coordinated programs as needed

### **Aquatic Invasive Species (AIS) Prevention and Management**

- Assist with District's aquatic invasive species prevention program
- Complete watercraft inspector level 1 DNR training and assist with WCI program

### **Administration**

- Help in preparations for CLFLWD board meetings; attend and participate in meetings as assigned
- Assist with report writing, organizing of existing electronic documents and reports as well as providing support with transferring existing paper copies into electronic files

## **Qualifications and Experience**

### **Position Specific**

#### *Required*

- Bachelors or Associates degree in environmental or natural sciences or completed at least two years towards a degree in a related field
- Able to walk and carry equipment in rough terrain, and lift and carry approximately 50 pounds
- Maintain a valid driver's license, a good driving record and insurance approved by the District; provide a private automobile on a daily basis for use in carrying out District business
- Withstand outside exposures in most temperatures and weather conditions including possible construction noise

### *Desired*

- Knowledge of watersheds, storm water management, natural resource management, local government operations and regulations
- Experience with and/or aptitude to learn monitoring and sampling equipment, procedures, software and data management desired
- Experience with MS Office, GIS, and database management
- Strong interpersonal skills, preferably with experience handling questions from the public
- Ability to write and interpret technical reports and documents
- Able to work on some evenings and weekends

### **All CLFLWD Positions**

- Collaborative and cooperative with internal and external stakeholders
- Understand importance to ensure security of district property and facilities, and confidentiality of information and records
- Competent with personal computers including Microsoft Office Suite, email and Internet applications and other common software applications
- Flexible and adaptable to do what it takes to get the job done
- Ability to plan, prioritize, multi-task and complete projects by deadline
- Service-oriented, with a respectful and friendly demeanor
- Ability to problem solve and innovate
- Demonstrate a high level of respect, integrity and confidentiality
- Strong written, oral, and interpersonal communication skills
- Strong organizational skills
- Willing to learn new technology and processes and recommend enhancements