



Ozaukee County – Planning and Parks Department Planning and Parks Internship

Title: Planning and Parks Intern – Limited Term Employee (LTE) – Ozaukee County

Sponsoring Agency: Ozaukee County – Planning and Parks Department

Position Summary: The Planning and Parks Intern (Ecological Division) provides field, office, and technical support related to Divisions and programs of the Ozaukee County – Planning and Parks Department. Employment will be for up to 1200 hours with a pay range from \$10.00 - \$15.00/hour, depending on experience. Work hours per week can be flexible. Proposed starting date is April / May 2017. In addition, successful candidates may have the opportunity to enroll in an AmeriCorps Education Award Program (EAP) administered through the Great Lakes Community Conservation Corps. EAP participants successfully completing at least 300 hours of applicable environmental stewardship activities are eligible to receive \$1,175, which can be used to pay education costs at qualified institutions of higher education, pay for educational training, and to repay qualified student loans.

Duties/Responsibilities:

The Planning and Parks Intern (Ecological Division) will assist the Planning and Parks Director, Parks Superintendent, Program Manager and Program Assistant with Ecological Division activities within the Department including, but not limited to:

- 1) Assist with implementing the environmental monitoring program and perform fish and wildlife species identification and occurrence data surveys (e.g. stream shocking, mark and recapture surveys, larval fish trapping, visual surveys, etc.); operate and maintain water quality monitoring systems; and coordinate volunteer efforts for monitoring, habitat restoration, and invasive species management activities.
- 2) Assist with the inventory of fish passage impediments, in-stream and riparian habitat, and assist Department staff with implementation of large and small scale impediment removal and habitat improvement projects.
- 3) Assist with County parks, trails, and natural areas maintenance and management including: inventory and removal of invasive vegetation; trail construction, maintenance, and management; tree planting; general park maintenance; collection and analysis of recreational trail and park usage and survey data; assistance with special construction projects; assist with inventorying and managing ash trees for Emerald Ash Borer; natural areas management tasks; and native prairie seeding/management.
- 4) Assist with office support, public education and outreach, grant reporting, and other informational items including: participation in informational and educational meetings and events, development of posters, maps, display boards, brochures, newsletters and press releases, website and social media development, volunteer coordination, and educational video development/distribution.
- 5) Assist with GPS field data acquisition, environmental data analysis, and usage and maintenance of Department supplies and equipment.
- 6) Performs other duties as assigned by supervisor; maintains a record of daily activities and provide a summary of work accomplishments as directed.

Education and Skills Required:

Pursuing a degree (Bachelor's or Master's) in natural resources, environmental studies, biology, fisheries, environmental engineering, ecology, geography, geographic information systems, regional planning, urban planning, landscape architecture, or other related fields. Excellent computer skills including: experience with Microsoft Word, Excel, Access and Publisher; GIS experience preferred. Working knowledge of methods and procedures needed to collect and analyze environmental-related data. Must possess good writing, research, communication, interpersonal, and organizational skills. Experience with environmental monitoring, fish identification, land information, parcel data, map and aerial photo interpretation desired. Must be able to operate basic field and office equipment including: small power tools, GPS units, and office equipment such as photocopy machines, scanners, etc. Ability to work with limited supervision, independently establish priorities and complete tasks. Ability to work in varied field and office conditions. Possession of a valid driver's license required.

How to Apply:

Send letter of interest, current resume, and County employment application form to the Ozaukee County – Planning and Parks Department, 121 West Main Street, P.O. Box 994, Port Washington, WI 53074. Direct questions to maho@co.ozaukee.wi.us.

Deadline: Applications (letter and resume) must be **postmarked by April 14, 2017**.

Comment: Successful candidate(s) will get the opportunity to work with many partnering agencies and organizations including the Southeastern Wisconsin Regional Planning Commission (SEWRPC), Wisconsin Department of Natural Resources (WDNR), National Oceanic and Atmospheric Administration (NOAA), US Fish and Wildlife Service (USFWS), US Environmental Protection Agency (USEPA), US Forestry Service (USFS), and several non-governmental organizations.

121 W. Main Street, P.O. Box 994, Port Washington, WI 53074

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