

**NEW Water
Job Description**



SECTION 1 DEMOGRAPHIC INFORMATION			
Job Title	Water Resources Intern (Seasonal)	Division	Environmental Programs
Department	Watershed Programs	Reports To (Job Title)	Water Resources Specialist
Full-Time / Part-Time	Full-time (seasonal)	Part-Time (Hrs per Wk)	
Pay Grade	\$15.68/hour	Exempt/Non-exempt	Non-exempt
Adoption Date (original job description date)		Last Revision Date	December 31, 2019
Approved By (generally same as "Reports To")	Watershed Programs Manager	Human Resources Approval Date	December 31, 2019
Director Approved By (Job Title)	Environmental Programs Manager		

SECTION 2 JOB SUMMARY
In support of the NEW Water culture of Safety, Respect, Team, and Environment, the Water Resources Intern is responsible for providing technical work under the direction of the Water Resources Specialist and the Watershed Specialist in support of the Aquatic Monitoring Program and the watershed monitoring program. Work is performed with initiative and minimal supervision in accomplishing delegated duties.

SECTION 3..... DESCRIPTION OF ESSENTIAL RESPONSIBILITIES & DUTIES	
Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed	
Description of Duties	Frequency
Key Area: Provide support to NEW Water's Aquatic Monitoring Program (AMP)	45% of job
Assists in all aspects of field work conducted for the AMP – e.g. water sampling, limnological profile measurements, installing and maintaining monitoring equipment	Daily
Serves as "First Mate" on NEW Water's work boats – 40 ft workboat used in lower Green Bay and 17 ft jon boat used in the lower Fox River – e.g. assisting with boat operations and navigation, cleaning and maintenance of the work boats, and occasionally operating the work boats under direct supervision	Daily
Assists in various aspects of laboratory work e.g. conducting routine laboratory analyses, cleaning sample containers, cleaning and maintaining sampling equipment, downloading data from monitoring equipment, transcribing data, and data processing	Daily
Become proficient in the following assays: TSS, VSS, turbidity, chlorophyll, and phycocyanin	
Maintains appropriate bench sheets, quality control records, and database updates	
Key Area: Provide support to NEW Water's Watershed Monitoring Program	35% of job
Assists in all aspects of field work conducted for the watershed monitoring program – e.g. water sampling, limnological measurements, installing and maintaining monitoring equipment, note taking	Daily
Assists in various aspects of laboratory work e.g. conducting routine laboratory analyses, cleaning sample containers, cleaning and maintaining sampling equipment, downloading data from monitoring equipment, transcribing data, and data processing	Daily
Become proficient in the following assays: TSS, VSS, and turbidity	
Maintains appropriate bench sheets, quality control records, and database updates	Daily
Key Area: Provide support to WET testing	10% of job
Assists with sample collection from both De Pere and Green Bay facilities, organizes samples for analysis and assists with shipment of samples	As needed
Key Area: Assist Water Resources Specialist and Watershed Specialist in conducting additional projects	10% of job
Duties may include field activities, lab work, literature searches, or data analysis	As needed

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Other:	
Perform other job related duties as assigned.	
Promote and enhance environmental, health, and safety compliance within the work environment and actively engage in improvement efforts.	
Follow organizational policies and procedures.	

SECTION 4 EDUCATION REQUIRED

Minimum Level of Education	Field(s) of Study
High School +1 year	Must be a student working toward a degree in environmental science, biology, aquatic science, toxicology, or a related discipline. Should have completed coursework in aquatic biology, chemistry, limnology and/or toxicology.
Additional Information Regarding the Required Education:	

SECTION 5 EXPERIENCE REQUIRED

Years of Experience	N/A
Other Specific Experience Required or Preferred	

SECTION 6 CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB

Required Certification/Licensure	Required Upon Hire?	If no, timeframe to obtain?
Current and valid Wisconsin motor vehicle operator's license.	Y	
Preferred Certification/Licensure		
WI DNR Boater's Safety Certification		

SECTION 7 ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES

Have a general science background with knowledge of laboratory practices and terminology, aquatic biology, watershed hydrology and/or chemistry.

Good communication skills and ability to work as part of a team but also independently with attention to detail are required. Must be reliable, work with initiative, and work effectively with co-workers. Requires the ability to follow complex directions and organize and accomplish tasks with minimal supervision.

Should be comfortable with limnological field work including wading into streams, working from a boat on a river and working from a boat on a large body of water.

Technical skills and abilities are required. Requires good laboratory techniques and basic mechanical abilities. Basic boating and trailering skills preferred.

Good computer skills in spreadsheet applications are required.

SECTION 8	SOFTWARE / TECHNOLOGY UTILIZED
Microsoft Office: Outlook, Word, Excel, Powerpoint, Access. Databases: SharePoint, LIMS Additional Software: GIS, YSI software Technology: Desktop computer, laptop, iPad	

SECTION 9	EQUIPMENT / MACHINERY UTILIZED
Operation and maintenance of YSI Sonde instrumentation and monitoring equipment; flow sensors, PAR sensor, Secchi disk, niskin/van dorn bottle, weather station, power tools, pressure washer, hand tools, winches, generators, and various specialized equipment as needed. Operation and proper cleaning of labware and equipment used for various water quality analyses. Proper chemical hygiene and handling training and execution.	

SECTION 10	JUDGMENTS / DECISION-MAKING: IMPACT
Description of Duties	Check One
Job Centered / Work Unit: <u>Decisions made</u> are typically isolated to an individual's job or work unit.	<input checked="" type="checkbox"/>
Department-Wide: <u>Decisions made</u> may impact across work units, and involve a significant function of the department. Supervision or management is typically—but not always—a component of the job.	<input type="checkbox"/>
Multiple Departments: <u>Decisions</u> are made on behalf of and impact across multiple departments; or across several sections of a significantly large department.	<input type="checkbox"/>
Entire Organization: <u>Decisions</u> are made on behalf of and affect the entire organization including, but not limited to: employees, customers, vendors, governing body, etc.	<input type="checkbox"/>

SECTION 11	JUDGMENTS / DECISION-MAKING EXAMPLES	
Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Example of Decision / Judgment (3-5 examples)	Job Title of Who Reviews (If Anyone)	Frequency
Prioritize work schedule	Water Resources Specialist, Watershed Specialist	Daily
Identify irregular sample results	Water Resources Specialist, Watershed Specialist	Daily
Work with lab to determine sample processing schedule on shared instruments	Laboratory Team	Weekly

SECTION 12.....	PROBLEM SOLVING
Example of Problem (3-5 examples)	Resources Used
Evaluate irregular sample results and troubleshoot problems	Water Resources Specialist, Watershed Specialist, Laboratory Staff
Troubleshoot analysis and limnological equipment	Water Resources Specialist, Watershed Specialist
Assist with plan for weekly sampling around weather/conflicting schedules	Water Resources Specialist, Watershed Specialist

SECTION 13 WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS		
Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Title/Description of Contact	Purpose of Contact	Frequency
Watershed Programs Team	Obtain work direction, discuss sampling activities, lab analyses and analytical results	Daily
Laboratory Team	Coordinate lab analyses on shared equipment and space, obtain help with LIMs software	Weekly

SECTION 14 SUPERVISION / MANAGEMENT AUTHORITY			
Action	Yes	No	Provides Input
Screen / Interview Applicants	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hire / Promote Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provide Written / Verbal Warnings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Suspend Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Terminate Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prepare Work Schedules	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Project Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provide Work Direction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evaluate Performance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coach Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Train Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approve Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approve Time Off	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Develop / Implement Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evaluate and Approve Exceptions to Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Classification / Compensation Changes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employees <u>Directly</u> Supervised	
# Employees	Job Title
	N/A
Employees <u>Indirectly</u> Supervised	
# Employees	Job Title
	N/A

SECTION 15.....WORK ENVIRONMENT / WORKING CONDITIONS / PHYSICAL REQUIREMENTS

Normal working environments include outdoors, typically on a small and medium work boat, and indoors in an office or laboratory. Field activities are characterized by repeated lifting and carrying of equipment and samples weighing up to 50 lbs., standing, walking, and climbing. Field work is conducted under nearly all weather conditions, resulting in working conditions which include hazards of rolling and pitching of the boat due to wave action, wet surfaces, muddy rough terrain, hot and cold temperatures, and exposure to direct and reflected solar radiation.

Indoor activities are characterized by occasional lifting and carrying of equipment and samples weighing up to 50 lbs., standing, walking, viewing samples through a microscope, and working at a PC. Laboratory working conditions include the hazards of potential exposure to carcinogens, toxic chemicals, and pathogenic organisms.

SECTION 16ADDITIONAL COMMENTS

Must abide by NEW Water's safety policy which requires steel toe shoes/ boots, safety glasses, personal flotation devices and high visibility clothing when required. These articles will be provided by New Water upon hire.

THIS JOB DESCRIPTION IS INTENDED TO IDENTIFY ESSENTIAL DUTIES AND ALSO ILLUSTRATES OTHER TYPES OF DUTIES THAT MAY BE ASSIGNED TO ITS INCUMBENTS. IT SHOULD NOT BE INTERPRETED AS DESCRIBING ALL OF THE DUTIES THAT WILL BE REQUIRED OF EMPLOYEES OR BE USED TO LIMIT THE NATURE AND EXTENT OF ASSIGNMENTS THAT AN INDIVIDUAL IS REQUIRED TO PERFORM.

JOB DESCRIPTIONS ARE SUBJECT TO REVISION AT ANY TIME AT THE DISCRETION OF MANAGEMENT.