

# PRIOR LAKE - SPRING LAKE

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## WATERSHED DISTRICT

- POSITION TITLE:** Water Resources Intern (2 positions available)
- SALARY:** \$11 per hour
- HOURS:** 40 hours per week
- TERM:** Summer position, flexible start and end date  
10-week commitment required
- LOCATION:** Prior Lake – Spring Lake Watershed District  
4646 Dakota Street SE  
Prior Lake, MN 55372
- DEADLINE:** Applications received by 4:30 pm on March 5, 2018 will be given priority.  
Rolling applications will be accepted until the position is filled.
- TO APPLY:** Submit cover letter and resume directly to Kathryn Keller-Miller at  
kkeller-miller@plslwd.org with the position title in the email subject line.

### INTERNSHIP SUMMARY:

The Water Resources Intern will monitor the District's conservation easements; support the District's education and outreach efforts to the public; complete water quality monitoring and project maintenance activities; and assist with erosion and sediment control site inspections.

In addition, the intern will have the option of pursuing a special project of their choice that matches their interests and benefits the District's programs. The Water Resources Intern will also perform some other tasks as necessary.

### DUTIES & RESPONSIBILITIES:

- Monitor conservation easements (50%)
  - Send out pre- and post-inspection letters and outreach materials to landowners.
  - Perform conservation easement site inspections.
  - Complete monitoring reports, including photos and maps.
  - Install signs to mark easement boundaries.
  - Prepare baseline documentation reports.
- Education & outreach activities (20%)
  - Complete website updates, including interactive GIS mapping application.
  - Update District social media accounts (Facebook and Twitter).
  - Create Esri Story Maps (possible topics: carp management; District projects; etc.)
  - Develop newsletters, fact sheets, articles etc.
  - Assist in planning and implementing open houses and other public events.
  - Design outdoor educational signage as needed.
  - Create a display for and staff booths at local events.
  - Identify and photograph native plants throughout the season.
  - Create a video to highlight the carp management project. (optional)

- Water Quality Monitoring & Project Maintenance (15%)
  - Assist with BioBase vegetation mapping on lakes and wetlands.
  - Collect water samples for lake water quality testing as needed.
  - Complete project maintenance activities as necessary:
    - Maintaining iron-enhanced sand filters
    - Seeding and weeding restoration areas
    - Removing debris from outlets and culverts to maintain free-flow conditions
  - Take rain gauge and lake level readings.
  - Assist with stream flow measurements.
  - Assist with data entry, as needed.
- Assist with erosion and sediment control inspections (10%)
  - Perform field inspections with staff to ensure compliance with District and MPCA regulations regarding erosion and sediment control.
  - Help complete inspections forms, including photos and maps.
- Other duties (5%)
  - Maintain electronic and physical files for the office.
  - Additional administrative and/or field duties as assigned.
- *Special project can be included if required for college credit.*

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

- Minimum of one year of college, with preference to students working towards degrees in environmental science, water resources, biology or related degree (or equivalent experience); other majors will be considered.
- A valid driver's license and reliable transportation.
- Ability to work independently.
- Effective written and oral communication skills.
- Strong organizational and time management skills.
- Ability to orient yourself & accurately identify your location in the field on an aerial map.
- Ability to lift and carry up to 30 pounds.
- Comfortable working outdoors in variable weather conditions.

**PREFERRED QUALIFICATIONS:**

- Familiarity with GPS and GIS technologies.
- Ability to identify native and invasive plant species.
- Experience with water quality monitoring techniques.
- Experience editing Wordpress based websites.
- Experience creating effective content to reach a targeted social media audience.
- Familiarity with Ersi Story Maps.

**APPLICATION:**

Interested candidates should submit a cover letter and resume by 4:30 pm on Monday, March 5<sup>th</sup>, 2018 for priority consideration to the address above or via email: [kkeller-miller@plslwd.org](mailto:kkeller-miller@plslwd.org). Applications sent by email should contain the position title in the subject line. Applications will continue to be accepted until the position is filled.

Contact Kathryn Keller-Miller with any questions: [kkeller-miller@plslwd.org](mailto:kkeller-miller@plslwd.org) or 612-326-3692.