

# PRIOR LAKE - SPRING LAKE

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## WATERSHED DISTRICT

- POSITION TITLE:** Water Resources Intern
- SALARY:** This is an unpaid position, for school credit and/or work experience.
- HOURS:** 30- 40 hours per week, depending on availability.
- TERM:** May - August/September, flexible start and end date  
Position requires a commitment of at least 10 weeks.
- LOCATION:** Prior Lake – Spring Lake Watershed District  
4646 Dakota Street SE  
Prior Lake, MN 55372
- DEADLINE:** Applications received by March 17, 2017 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 support the monitoring of the District’s conservation easements, assist with erosion and sediment control site inspections, and complete water quality monitoring activities.

Conservation easement monitoring field work will involve traversing properties by foot to take photos and make observations about vegetation, wildlife, hydrology, boundaries, and other site conditions by following District protocols. The intern will be responsible for developing monitoring reports that include written observations, maps, and photos. The intern will send a letter to landowners both before and after easement inspections. The Water Resources Intern will also develop baseline documentation reports that document existing site conditions.

The Water Resources Intern will gain experience assisting with the inspection of active construction sites for proper erosion and sediment control measures. The intern will also assist in completing weekly inspection reports and documenting site conditions with photographs and maps.

The Water Resources Intern will also complete water quality monitoring activities for the District, including working with volunteers to complete BioBase vegetation mapping on lakes, collecting lake water quality samples and assisting with stream flow measurements.

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 Outreach Intern will also perform some administrative functions 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.
- Water Quality Monitoring (25%)
  - Assist with BioBase vegetation mapping on lakes and wetlands.
  - Collect water samples for lake water quality testing.
  - Take rain gauge and lake level readings.
  - Assist with stream flow measurements.
  - Assist with data entry, as needed.
- Prior Lake Outlet Channel (PLOC) Inspections (10%)
  - Weekly channel inspections
    - Inspect the Prior Lake Outlet Channel culverts and clear any debris or vegetation caught in the culverts.
    - File and save inspection report and photos in District files.
  - Visit FEMA repair project sites to check on work progress, 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, land surveying or related degree (or equivalent experience); other majors will be considered.
- A valid driver's license and reliable transportation (gas expenses are reimbursed at the IRS rate).
- Ability to work independently.
- Effective written and oral communication skills.
- Strong organizational and time management skills.
- 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.

#### APPLICATION:

Interested candidates should submit a cover letter and resume by March 17<sup>th</sup>, 2017 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.