

SNOHOMISH COUNTY INTERNSHIP DESCRIPTION

INTERN - ENVIRONMENTAL SERVICES INTERN - PUBLIC WORKS (SEASONAL)

Spec No. 9217

SNOHOMISH COUNTY INTERNSHIP PROGRAM

Snohomish County supports internship programs that provide work experience for students in an accredited post-secondary institution that is related to their course of study. The internship program is designed so the student will have the opportunity to apply principles and theories learned in the classroom, gain new skills, explore a career path and be supervised and mentored by a professional in their field.

The student may choose to receive scholastic credit for their internship in accordance with the guidelines set by their school.

BASIC FUNCTION

To perform a variety of support activities in the areas of Environmental Services work including field work, data collection and related office assignments.

The internship season will be between May – September and will last 10 – 12 weeks.

STATEMENT OF ESSENTIAL INTERNSHIP DUTIES

Interns may be required to perform one or more of the following job duties:

1. Assist environmental staff with data entry and/or updating information in our databases.
2. Assist environmental staff in conducting data collection and research for a variety of environmental reports.
3. Assist environmental staff with a variety of monitoring tasks including: conducting mitigation site monitoring using the line intercept method, identification of non-native and invasive plant species, plant survival, and wildlife monitoring
4. Assist environmental staff with critical area assessments including wetland and ordinary high water mark delineations.
5. May assist with writing a variety of reports to meet environmental regulation requirements including critical area studies, biological assessments, and mitigation monitoring reports.
6. May write correspondence and create charts and tables using Microsoft Office products including Word, Excel, and Power Point or other software.

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STATEMENT OF OTHER INTERNSHIP DUTIES

7. Assists with related duties as assigned.

MINIMUM QUALIFICATIONS

Must be able to show proof of enrollment in an accredited post-secondary institution at the time of the Internship. If the Internship occurs during the summer, the student may provide proof of summer or fall enrollment.

Have completed two full academic years of study at an accredited college or university by the beginning of the internship and be majoring in or have completed coursework in an environmental program.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Increase Intern Knowledge of:

- effective communication skills including styles, listening, negotiating and decision making in interpersonal and team situations
- environmental issues including environmental permitting responsibilities, identification of critical areas, and mitigation requirements
- wildlife identification and lifecycles including salmon and amphibian species
- data collection and data entry
- identification and delineation of critical areas in the field including wetlands and streams
- mitigation requirements including goals, success criteria, site design, and monitoring
- project planning from design plans to completed mitigation
- local, state, and federal environmental regulation requirements

Increase Intern Ability to:

- communicate effectively, both orally and in writing in a multicultural workforce serving a diverse population
- understand and interpret basic transportation project plans and specifications
- understand and execute oral and written instructions
- work independently or in a team environment
- understand and use various work-related software

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KNOWLEDGE AND ABILITIES (Continued)

- understand environmental planning and permitting and its role in transportation projects
- understand environmental issues including environmental permitting responsibilities, identification of critical areas, and mitigation requirements
- understand wildlife identification and lifecycles including salmon and amphibian species
- understand identification and delineation of critical areas, including wetland and streams

SUPERVISION

Interns will receive direction from a supervisor or environmental planner as assigned. The work is performed under general supervision with intermittent review of work.

WORKING CONDITIONS

Work is performed in the office or in the field in varying weather conditions. Physical hazard from traffic and construction equipment at the work site may be present. Physical exertion may be required to lift equipment weighing up to fifty (50) pounds. Mobility is required for walking over long distances and rough terrain on construction and wetland mitigation sites.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 2018

Revised: January 2019

EEO Category: 3 – Technicians

Intern Wage: \$18.00/hour for completion of two years of studies at an accredited college or university

\$19.00/hour for completion of three years of studies at an accredited college or university

Workers Comp: 1501 Hazardous