

## Position Description

Employee Name:	Job Title: Soil and Water Conservation Intern
Employee Type: Temporary (Not Benefit Eligible)	FTE: 1.0 (40 hours/week)
Hourly Rate: Grade 4 Step 3	Supervisor: Ryan Boylan, Research & Monitoring Manager
FLSA Status: Non-exempt	FLSA Exemption: N/A
Effective Date:	Date of Last Revision: March 4, 2024

### Position Summary:

The Soil and Water Conservation Intern will assist the Palouse Conservation District in implementing a research and monitoring program to assess changes in water quality, soil health, and riparian habitat associated with conservation projects installed on private lands. The conservation measures assessed will include riparian buffers, post-assisted log structures, beaver dam analogs, regenerative agriculture, and conversion in tillage practices. This internship will provide networking opportunities while working with private landowners and partners from local, state, and federal agencies, and scientists from WSU and the University of Idaho. While working with the Research and Monitoring team the intern will conduct water quality monitoring, stream and riparian habitat assessments, vegetation surveys, and soil health sampling. They will learn basic data and statistical analysis in R and Excel, GIS mapping and analysis techniques, and use GPS systems to map and monitor changes over time. The intern will also work with the Research and Monitoring Program Manager to design and implement a research project that fits the individual's interests.



## Position Qualifications:

<p><b>Required Qualifications:</b> The education, experience, and skills necessary to perform adequately in the position.</p>	<p>Working toward a bachelor's degree in Natural Resources, Environmental Sciences, or a closely related field; <u>OR working toward or has received a technical degree (AS/AA) and 1-year related experience.</u> Qualifying experience may substitute year-for-year for the education requirement.</p> <p>Experience with Microsoft Suite (Word, Excel, PowerPoint, etc.) and Arc GIS.</p> <p>Ability to communicate effectively both verbally and in writing.</p> <p>Physically able to carry up to 40 lbs. over steep and rough terrain in inclement weather conditions.</p> <p>Good organizational skills and the ability to multi-task effectively.</p> <p>Valid, unrestricted driver's license.</p>
<p><b>Preferred Qualifications:</b> The educational requirements, experience, and skills preferred, but not necessary, to perform in the position.</p>	<p>Knowledge of watershed monitoring and management, with an emphasis on streams and riparian zones.</p> <p>Experience programming with The R Project for Statistical Computing or other programming languages.</p> <p>Knowledge and experience working with ESRI Products.</p> <p>Experience installing, maintaining, and using water quality sensors, sondes, and data loggers.</p> <p>Knowledge of local plant communities and ecology.</p> <p>Experience soil sampling in agricultural fields.</p> <p>A team player who values building partnerships and a non-regulatory approach to natural resource conservation.</p> <p>An interest in agriculture and land stewardship.</p>



## Job Duties:

% of Time	Essential Function	Job Function	Duties
40%	Yes	Technical Assistance and Research	<p>Assist the Research and Monitoring Specialist and Program Lead in organizing and carrying out monitoring projects and programs on private land.</p> <p>Conduct literature reviews and syntheses.</p> <p>Provide information and assistance to the general public and local landowners on natural resources, and resource management practices, with a particular focus on water resources.</p> <p>Assist with record keeping and preparing written progress reports and documenting accomplishments.</p> <p>Assist with writing educational articles, publication of informational brochures, and district quarterly newsletters.</p>
35%	Yes	Monitoring	<p>Participate in monthly field sampling programs.</p> <p>Assist with environmental data collection, management, and analysis.</p> <p>Coordinate and supervise volunteers.</p> <p>Maintain proper use of PCD equipment during monitoring, by completing necessary repairs and inventory maintenance</p>
10%	Yes	Education & Outreach	<p>Provide outreach and communicate program and project activities to co-workers, granting agencies, the PCD Board of Supervisors, project partners, and the community.</p> <p>Enhance public awareness and knowledge of the value of healthy natural resources, and the need to maintain diverse, productive, and sustainable watersheds</p>
5%	Yes	Other	Performs other related duties as required.



**Knowledge, Skills, Abilities, or Competencies:**

Knowledge of the District's strategic plan, mission, structure, resources, policies, and procedures.

Demonstrated computer software skills, including the ability to use office software, such as databases, spreadsheets, and word processing.

Skills in organizing and expressing ideas in oral and written communication.

Skills in evaluating procedures and modifying them, if necessary.

Skill in carrying out clearly defined procedures.

Demonstrated interpersonal, written, and oral communication skills.

Ability to analyze complex issues, conduct thorough and appropriate fact-finding inquiries, reason logically, and articulate sound solutions.

Demonstrated ability to effectively operate standard office equipment including computers, phones, and electronic messaging.

Ability to establish and maintain effective and cooperative working relationships within the District, outside agencies, and other organizations.

Ability to maintain confidentiality, to the extent allowed by law.

Ability and willingness to share ideas, to be open to the ideas of others, work toward organizational goals and interests.

Ability to instill trust and build consensus.

Ability to effectively manage multiple, complex issues on time.

Ability to make positive and constructive recommendations and take an initiative-taking approach toward promoting more efficient and effective systems and processes.

Ability to understand the priorities of the organization.

Ability to work collegially and collaboratively with diverse internal and external constituencies.

Demonstrated commitment to, and experience successfully advocating for diversity and the values of diversity.

High Tolerance for Change – the ability and willingness to work in PCD's ever-changing and fast-paced environment.

Strong Team Attitude and Approach – the ability and willingness to share ideas, to be open to the ideas of others, work toward organizational goals and interests.

Systems Thinking – the ability to focus on how an issue being reviewed interacts with the other components of our systems.

Strong Customer Service Orientation – the desire and ability to provide friendly and flexible services that resolve concerns in a timely fashion following the appropriate processes and procedures.



**Physical Requirements:**

Specify the amount the position will be required to LIFT/CARRY frequently:	Over 50lbs.
Specify the amount the position will be required to PULL/PUSH frequently:	Over 50lbs.
<b>Indicate the rate at which this position will be required to:</b>	
Bend:	Frequently
Twist	Frequently
Squat	Frequently
Climb	Frequently
Kneel/Crawl	Frequently
Reach/Reach Overhead	Frequently
Finger Dexterity/Fine Manipulation	Continuously
Sit	Frequently
Drive	Frequently
Unique Vision Requirement: Indicate any unique vision requirement of the position. (Examples: able to read and detect color coding, read the fine print, etc.)	N/A
Basic Life Functions:	Hear See Speak Stand Walk
Work Setting: Indicate the work setting in which the duties are performed.	Office Environment and in the field with site visits, training, and local and out-of-town travel.  Occasional extended hours (including some Saturdays).  Outdoor Environment.



Indicate the level of unique work conditions this position will encounter.	
Extreme Temperatures:	Occasionally
Fumes/Odors/Mists/Dust:	Occasionally
Confined Areas/Spaces:	Occasionally
Extreme Sounds/Noises/Vibrations:	Occasionally
Potential Hazards Exposure	Occasionally
Other Working Conditions:	The employee is subject to both inside and outside environmental conditions. When inside the employee is protected from weather conditions. When exposed to outside work, may include exposure to extreme temperatures, and wet and/or humid variations. Outdoor work is labor intensive and includes hiking, wading in streams, and carrying equipment.

**Equipment Utilized:**

Desktop computer literacy, including proficiency with Microsoft Office applications (Outlook, Word, Excel, PowerPoint), Internet, and various other software applications used within the district for operations, administration, and reporting.

Basic office equipment including telephone, computer, printer, photocopier, etc.

District vehicles, and trailer.

Various power tools, i.e. drills, saws, lawnmowers, and weed trimmers.

Please Note: The employee must demonstrate the ability to perform the essential functions of the position, with or without accommodation.



ACKNOWLEDGMENT:

This position description describes the essential functions and qualifications for the position. This document does not exclude an opportunity for modifications consistent with providing reasonable accommodation. This position description is not a contract. Your signature indicates that you have read this position description and understand the essential functions and qualifications of the position.

**Employee Name:** \_\_\_\_\_  
(Print Please)

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

