

## GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** LAND CONSERVATION INTERN (LTE)

**DEPARTMENT:** LAND CONSERVATION

**LOCATION:** GOVERNMENT CENTER

**SUPERVISOR:** COUNTY CONSERVATIONIST

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### **SUMMARY:**

The Land Conservation Intern will work under the general direction of the Land Conservation Department to assist in a wide range of conservation related programs; provide support and assistance to Soil Conservationists as they work with property owners regarding soil and water conservation practices. This is a grant funded, limited term employment opportunity.

### **DUTIES AND RESPONSIBILITIES:**

- Digitization of an updated water layer for the County's GIS system.
- Completion of a detailed inventory of the rivers and stream corridors within Green Lake County prior the prioritization of qualified acres for the Green Lake County Buffer Program.
- Work with qualified landowners to rank the buffers using the Green Lake County Buffer Ranking Calculator
- Assist in putting together cost-share contracts, including operation and maintenance agreements.
- Assist in the installation of conservation practices.
- Perform other related duties as assigned.

**WORK PERIOD:** Twelve (12) weeks, mid-May to September, forty (40) hours per week, 480 hours total.

### **QUALIFICATIONS:**

**EDUCATION:** High school diploma or GED equivalency; Must have at least one year of post-secondary education and pursuing a degree in a natural resource field such as wildlife ecology, conservation, water resources, biology, or another closely related field and enrolled at a post-secondary institution for the fall 2018 semester.

### **KNOWLEDGE, SKILLS, & ABILITIES:**

- Must possess a valid driver's license and insured vehicle for transportation to the field (mileage for vehicle use will be compensated).
- Basic knowledge of soil and water conservation, wildlife ecology, and agriculture.
- Competent with computer programs such as Microsoft Office and ArcGIS. GPS literate.

- Ability to interpret and use aerial photos, plat books, soil, and topographic maps.
- Physically able to work in rugged terrain and inclement weather.
- Ability to work independently.
- Ability to effectively communicate with people ranging from youth to adult age.

### **WORKING CONDITIONS:**

**PHYSICAL DEMANDS:** Up to 50% of the time is spent indoors with half of the time sitting and keying information into computer. The other half of the indoor time includes talking, listening, writing and assisting landowners, other agency personnel or co-workers. An additional 50% of the time is spent outdoors with three-quarters of the time walking, standing, writing to determine the appropriate design and installation or various conservation practices and the other one-quarter of the outdoor time includes talking, listening and assisting landowners with their conservation needs.

*Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.*

**ENVIRONMENTAL DEMANDS:** 50% of the time is spent indoors; 50% of the time is spent on duties out of the office, exposed to wet and/or humid conditions and cold and/or hot weather.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

*Green Lake County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Green Lake County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Green Lake County has facilities. This policy applies to all terms and conditions of employment.*

March 2018