

Skilled Intern

Background: The Northwest California Resource Conservation & Development Council staff works with a wide variety of people, organizations, and agencies throughout northwestern California to improve and restore salmonid habitat and improve water quality/quantity and undertake community development projects. The Skilled Intern helps Council staff with field work necessary to implement, plan, and/or monitor restoration and development projects on public and private lands. They also assist with office-based tasks needed to meet project and funder requirements. The Council prides itself on providing flexible work schedules as permitted by project deadlines once orientation and training are complete and is committed to a friendly work environment.

Brief Position Description:

Under general supervision of management and senior staff, the Skilled Intern performs a wide variety of basic technical and field data collection associated with natural resource, forest management, sediment, and road drainage. The Skilled Intern also performs data entry, office and field support work, and does a variety of related work as required. This is a dynamic position that typically involves long field days with shorter days, or portions of days, in the office. The Skilled Intern works most closely with the Assistant Engineer and Project Coordinator at the direction of the Executive Director and Program Manager.

Responsibilities and Duties:

- As part of a field survey crew, operate a variety of natural resources surveying equipment and instruments including clinometers, reliskops, range finders, transits, data collectors, levels, stadia rods, tapes, chains, field computers, GPS units, and similar equipment.
- Assist staff with: developing and maintaining accurate field notes showing lines, angles, distances, benchmarks, mathematical calculations and other pertinent field survey data;
- Perform tabulations, queries, downloads and plot fields.
- Prepare and check notes, drawings, and computations.
- Assist with construction staking.
- Assist engineering staff with developing estimates, plans, and project specifications.
- Performs basic record keeping.
- Assist in the preparation of presentations or education materials as requested.
- Help organize field and office equipment.
- Attend meetings related to assigned projects or relevant topics as requested.
- Other duties as assigned.

Minimum Requirements:

- Basic knowledge of field and forest surveying equipment and data collection.
- Produce accurate records, sketches, and notes.
- Basic data analysis skills.
- Able to read and interpret maps and parcel information, drawings, and related documents (e.g., road easements).
- Make accurate mathematical calculations.
- Establish and maintain cooperative working relationships.
- Ability to communicate clearly and concisely in a timely manner with co-workers, landowners, and project stakeholders.
- Use of computer applications to input field data and perform basic duties.
- Employ safe work practices in the office and any other off-site field/work location.
- Lift 25 lbs. and work outdoors in the sun and heat.
- Possession of, or ability to obtain, a valid and current California Driver's License.
- Graduation from high school or GED and at least one year of full coursework in a natural resources or

similar scientific field.

- Interest in conservation, restoration, and/or environmental stewardship.

Desired Qualifications:

- Knowledge of standard office practices and procedures and Microsoft Office Pro software.
- Proficient use of computer applications related to natural resource, sediment and surveying applications.
- High degree of familiarity with reducing, interpreting, and applying field notes in the performance of technical and drafting work.
- Familiarity with GIS applications.
- Communicate clearly and concisely, both orally and in writing.
- One (1) or more years of previous work experience, performing sediment inventories, forest inventorying, and/or surveying and completion of courses in: forestry, geology, soils, drafting, algebra, geometry, and trigonometry, or similar course work.

Nature of Position: Temporary, seasonal employment.

Salary Range: Based on relevant experience and education.

Work Station: Northwest CA Resource Conservation & Resource Development Council office in Weaverville, CA. Some projects may require extended travel to nearby counties.

Further Information about the Northwest California Resource Conservation & Resource Development Council can be accessed at <http://northwestcarcdc.org>. Information on the 5C Program can be accessed at www.5counties.org.