



3311 Perkins Ave. Suite 100  
Cleveland, OH 44114  
216.524.6580  
[cuyahogawcd.org](http://cuyahogawcd.org)

## **CUYAHOGA SOIL & WATER CONSERVATION DISTRICT JOB DESCRIPTION (STORMWATER PROGRAM INTERN)**

- POSITION TITLE:** Stormwater Program Intern
- REPORTS TO:** Deputy Director, Stormwater & Technical Programs
- STATUS:** Part-Time, Temporary Employment
- WORKING HOURS:** Appx. 24 hours/week (worked over 3 days/week, final schedule to be established upon hiring)
- WORK LOCATION:** Cuyahoga Soil & Water Conservation District- 3311 Perkins Ave., Suite 100, Cleveland, OH 44114 (includes field work throughout Cuyahoga County)
- COMPENSATION:** \$17.00/hour
- JOB SUMMARY:** The Stormwater Program Intern assists Cuyahoga SWCD's Stormwater team with administrative and field tasks related to stormwater pollution prevention under Ohio's Municipal Separate Storm Sewer System (MS4) permit program. The Stormwater Program Intern will gain exposure to various aspects of stormwater regulation compliance, while supporting erosion and sediment control best practices throughout Cuyahoga County.

### **JOB DUTIES & RESPONSIBILITIES:**

- Assist Stormwater staff with administrative stormwater tasks including report production, GIS mapping, quality assurance and quality control checks of existing database information
- Conduct inspections, document site conditions, and report on compliance activities for assigned sites
- Assist in preparing and distributing written reports related to field reviews/site visits
- Assist with research and maintenance of site files, including both physical and digital formats
- Track all work in the appropriate databases and files for reporting needs
- Provide support in distributing educational resources to contractors, community members, and other identified stakeholders
- Assist in the development of educational brochures as needed
- Inspect conservation easements; update easement database and files as requested; assist in maintenance of conservation easements



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- Represent Cuyahoga SWCD at community tabling events as needed
- Maintain timesheets and reporting logs
- Other duties as assigned

**REQUIRED SKILLS & QUALIFICATIONS:**

- Associate's degree required. Associates or Bachelor's degree with a focus on Environmental Science, Natural Resources Management, Public Administration, or related field preferred. One (1) year of relevant work experience may be substituted for one (1) year earned toward an Associates or Bachelor's degree.
- This position requires the ability and willingness to work outdoors in the City of Cleveland and Cuyahoga County, and with a high degree of mobility
- Solid oral and written communication skills
- Ability to work both independently and as part of a team in a shared/open office environment
- Understanding of natural resource conservation management practices and principles
- Must be able to operate a motor vehicle, possess a valid driver's license, be insurable to operate government owned vehicles
- Able to work in variable weather conditions, traversing uneven terrain
- Able to lift 50 pounds
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook)
- Experience with GIS preferred
- Ability to work occasional evenings and weekends