CITY OF PORTLAND invites applications for the position of:

**BES Student Intern (Pollution Prevention Services) - Open Continuous**

**SALARY:** $14.56 - $17.66 Hourly

**OPENING DATE:** 04/15/19

**CLOSING DATE:** 07/01/19 11:59 PM

**THE POSITION:**

This recruitment will remain open for two months. Applications will be reviewed every two weeks. The first review period will be 4/29/2019.

The Bureau of Environmental Services is seeking interns for their Pollution Prevention Services Group!

The Bureau of Environmental Services' Pollution Prevention Services Group protects the environmental assets, employees, and citizens of Portland. This group manages the bureau’s regulatory compliance and enforcement programs related to City, state, and federal regulations. This group also provides cost-effective technical and analytical services in support of BES decisions (e.g., Engineering Services, Wastewater Operations, and Watershed Services) the public, and other bureaus and agencies.

The Pollution Prevention Services group has openings for interns in the Environmental Compliance section and the Industrial Stormwater & Maintenance Inspections section. Please see "Additional information" below for more details of job responsibilities for each section.

**Compensation:** $14.56 – $17.66 per hour based on year in school

**Work Schedule:** Flexible hours between 8:00 AM and 5:00 PM; part-time and full-time internship opportunities available

**Note:** This is a temporary Community Service Aide (CSA) II position with a maximum of 1,400 hours in a calendar year.

The Bureau of Environmental Services manages Portland’s wastewater and stormwater infrastructure to protect public health and the environment. BES is a mission-driven, high-performance organization, leading the City in preserving and restoring the health of Portland’s watersheds. More information about the Bureau: [https://www.portlandoregon.gov/bes/](https://www.portlandoregon.gov/bes/)

**TO QUALIFY:**

**The following minimum qualifications are required for this position:**

1. Ability to learn and operate a variety of computer software programs to record and analyze data, maintain technical files, and prepare maps, plans, records, graphics, documents and reports.
2. Knowledge of standard office practices and procedures for maintaining and setting up both manual and electronic files; and data gathering and research techniques.

**Additional Qualifications:**

- Must be a student enrolled in a trade school training program, college or university undergraduate or graduate program

**THE RECRUITMENT PROCESS:**

Applicants must submit the following to be considered for the internship:

1. Professional Online Resume
2. Answer to the Supplemental Questions
3. Enrollment Status Verification (unofficial or official transcript, class schedule, etc)
4. Cover Letter (Optional)

- Your resume and answers to the supplemental questions will be the basis for our evaluation of your qualifications for this position. Incomplete or inappropriate information may result in disqualification.
- Your answers to the supplemental questions should include details describing your education, training and/or experience, and where obtained which clearly reflects your qualifications for each of the numbered items in the "To Qualify" section of this announcement.
Your resume should support the details described in your answers to the supplemental questions.

If you are requesting Veteran’s Preference, as identified below, please describe in your answers any transferrable skills obtained during your military service and how they relate to each of the required minimum qualifications under the “To Qualify” section above.

All completed applications for this position must be submitted no later than July 1, 2019. E-mailed and/or faxed applications will not be accepted.

If you are requesting Veteran’s Preference, attach a copy of your DD214 / DD215 and/or Veteran’s Administration Letter Stating your disability to your profile, as well as checking the box identifying yourself as a Veteran. You must request Veteran’s Preference AND include a copy of your documentation for each recruitment you apply for.

Veteran’s Preference documentation must be submitted with your application materials.

Non-citizen applicants must be authorized to work in the United States at time of application.

It is the policy of the City of Portland that no person shall be discriminated against based on race, religion, color, sex, marital status, family status, national origin, age, mental or physical disability, protected veteran status, sexual orientation, gender identity or source of income.

It is the policy of the City of Portland that no person shall be discriminated against based on race, religion, color, sex, marital status, family status, national origin, age, mental or physical disability, protected veteran status, sexual orientation, gender identity or source of income.

The City values diversity and encourages everyone who is interested in employment with the City to apply. If you wish to identify yourself as an individual with a disability under the Americans with Disabilities Act of 1990 and will be requesting an accommodation, the requests must be made to the Analyst(s) named below No Later Than the Closing Date of This Announcement.

An Equal Opportunity/Affirmative Action Employer

ADDITIONAL INFORMATION:
Section Overview with Job Duties

Environmental Compliance:
The intern will work at BES’s Water Pollution Control Lab (6543 N. Burlington Ave) supporting the Pollution Prevention Outreach (P2O) and EcoBiz programs (http://ecobiz.org).

Tasks Include:
• Researching innovations in Pollution Prevention, making updates to program guidance, developing education and outreach materials for local industries, and other support as needed.
• Participating in City of Portland and Regional Pollution Prevention Outreach Team meetings and initiatives.
• Conducting research on Federal, State and City guidance and regulations in solid waste, air, and water quality and supporting technical assistance programs for industries.
• Communicating with businesses in the automotive, landscaping, and dry-cleaning industries to solicit interest in participating in the EcoBiz program, conducting site inspections of EcoBiz industries in support of certifications or re-certifications, and developing inspection reports.

Industrial Stormwater & Maintenance Inspections:
The student intern will be instrumental in conducting data management, research and associated administrative activities for the Industrial Stormwater and Maintenance Inspection Programs within the Environmental Compliance Division of Pollution Prevention Services.

Tasks Include:
• Data review and entry of analytical monitoring results from lab reports into established databases, using standard operating procedures.
• Researching site records (such as building plans and plumbing connection records) and assembling other documentation regarding property contamination, development permits and other site-specific environmental information; skills in conducting record searches and the ability to read and interpret plumbing and building records including blueprints are a plus.
• Researching development permits and Operations and Maintenance Plans stored in TRACs database and entering pertinent information into the Maintenance Inspection Program database.
• Navigating Geographic Information Systems (GIS) software to modify existing data layers to accurately depict private stormwater management systems and other regulatory information.
• Organizing and preparing records for archiving.
• Performing other administrative tasks such as file organization and fixing data entry errors.

Questions?
Loan Tran-Recruiter
Loan.Tran@portlandoregon.gov
(503) 823-6821

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.portlandoregon.gov/jobs
1120 SW 5th Ave, 404
Portland, OR 97204
503-823-6821

BES Student Intern (Pollution Prevention Services) - Open Continuous Supplemental Questionnaire

* 1.
Do you have the ability to learn and operate a variety of computer software programs to record and analyze data, maintain technical files, and prepare maps, plans, records, graphics, documents and reports?

☐ Yes  ☐ No

* 2. Please provide examples of your ability to learn and operate a variety of computer software programs to record and analyze data, maintain technical files, and prepare maps, plans, records, graphics, documents and reports.

In your response, include details which clearly reflect how you meet this minimum qualification. Such as,

• Examples of when you used the knowledge skill or ability;
• Role you served in (professional, internship, volunteer); and
• Total years of experience applying the knowledge, skill or ability.

(Enter N/A, if you do not have relevant experience)

* 3. Do you have knowledge of standard office practices and procedures for maintaining and setting up both manual and electronic files; and data gathering and research techniques?

☐ Yes  ☐ No

* 4. Please provide examples of your knowledge of standard office practices and procedures for maintaining and setting up both manual and electronic files; and data gathering and research techniques.

In your response, include details which clearly reflect how you meet this minimum qualification. Such as,

• Examples of when you used the knowledge skill or ability;
• Role you served in (professional, internship, volunteer); and
• Total years of experience applying the knowledge, skill or ability.

(Enter N/A, if you do not have relevant experience)

* 5. Do you have experience with GIS?

☐ Yes  ☐ No

* 6. Please provide examples of your experience with GIS.

In your response, include details which clearly reflect how you meet this minimum qualification. Such as,

• Examples of when you used the knowledge skill or ability;
• Role you served in (professional, internship, volunteer); and
• Total years of experience applying the knowledge, skill or ability.

(Enter N/A, if you do not have relevant experience)

* 7. Are you currently enrolled or will be enrolled in a trade school training program, college or university undergraduate or graduate program?

☐ Yes  ☐ No

* 8. Please select the division you are interested in below (Select all that apply):

☐ Environmental Compliance  ☐ Industrial Stormwater & Maintenance Inspections

* Required Question