CITY OF PORTLAND invites applications for the position of:

BES Student Intern (Watershed 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 Watershed Services Group!

The Bureau of Environmental Services' Watershed Services Group leads planning, scientific, and stewardship efforts to implement Bureau and City investments in natural and built systems that protect and improve watersheds and public health. Ensures the City's compliance with state and federal fish, wildlife and environmental regulations.

The Watershed Group has openings for interns in the Stormwater Management Manual Team section and the Watershed Program Division in the Eastside Watersheds, Columbia Slough and Columbia River, and Westside Watersheds sections. 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/

**TO QUALIFY:**

The following minimum qualifications are required for this position:

1. Ability to learn to record, review and analyze data, maintain technical files, and prepare records, graphics, documents and reports.
2. Ability to collect field data and samples and analyze and make recommendations regarding environmental data and sampling results.
3. Ability to support public communication efforts such as written communication, public involvement, graphic production and education and outreach.

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. 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

Stormwater Management Manual Team:
The Stormwater Management Manual (SWMM) team develops stormwater requirements for development projects. The student intern will provide assistance with literature review research, outreach and data collection. A candidate with experience and interest in plant identification, horticulture, botany or restoration, graphics, writing and outreach is preferred.

Tasks Include:
• Field evaluation of plant health in green street stormwater facilities
• Literature reviews of stormwater facility design and performance for water quality and flow control
• Stormwater facility flow testing; conducting design test evaluations on city green street facilities
• Production of education and outreach materials to assist the development community in stormwater facility design and construction

Watershed Program Division – Eastside Watersheds:
This position provides support to the Eastside Watersheds section within the Watershed Services Group of the Bureau of Environmental Services. The Eastside Watersheds section works to improve the ecological conditions of the Johnson Creek watershed and other watersheds east of the Willamette River, in collaboration with public and private partners. The team leads projects and programs that reduce impacts from flooding, improve surface water quality and hydrologic function, and enhance habitat for fish and wildlife.

Tasks Include:
• Assisting project effectiveness and watershed health monitoring, including: in-stream habitat features, low-flow and high-flow monitoring, cross-sectional surveys, field surveys of species’ presence, and wetland identification and inventory.
• Performing GIS analysis and mapping projects
• Assisting with administration of FEMA Community Rating System (GIS analysis, mapping, coordination with other City bureaus, researching and compiling data, etc.)
• Assisting with public outreach and support team participation in community events. Occasional weekend and evening work is required.
• Drafting outreach materials, e.g. social media, mailers, materials for public events, etc.
• Supporting public involvement and outreach efforts in neighborhoods targeted for sewer and stormwater capital improvement projects
• Design, layout and produce visual displays such as mounted aerial photos and maps using ArcMap
• Assisting with local, state and federal permit applications
• Additional duties may include data entry, filing, copying, and ordering supplies for program administration

Watershed Program Division – Columbia Slough and Columbia River:
This intern position works to protect and improve water quality in the Columbia Slough and Columbia River watersheds. Work focuses on specific actions to address systemwide needs for hydrology, pollutant control, and riparian restoration. This position is largely an office position with occasional field work.

Tasks Include:
• Supporting Columbia watershed planning efforts, including data collection, map analysis, and report compilation
• Design, layout, and produce visual displays for events
• Assisting at public events for watershed, stormwater, and Fish Advisory outreach
• Verifying field conditions at a variety of locations in the watersheds
• Additional duties may include: data entry and file organization for program administration

Watershed Program Division – Westside Watersheds:
The intern will help provide technical support to the Westside Watersheds Program section in project planning, permitting, file-research, field work/conditions assessment, macroinvertebrate and water quality sampling, data-analysis, report writing, community outreach and office support.

Tasks include:
• Supporting Westside Watershed Program team in overall program and project planning and delivery
• GIS support to team as needed and assigned
• Support to capital, operating, watershed investment fund (WIF), 1% for Green Streets and other projects
• Scheduling/attending meetings and taking notes, conducting field work, document control, etc.
• Information gathering and support in watershed characterization and strategy development, project planning, implementation and monitoring
• Administrative tasks/support in compliance and implementation
• Research support and assistance with project proposals, budget and permitting

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 (WATERSHED SERVICES) - OPEN CONTINUOUS

BES Student Intern (Watershed Services) - Open Continuous Supplemental Questionnaire

* 1. Do you have the ability to learn to record, review and analyze data, maintain technical files, and prepare records, graphics, documents and reports?
   ☐ Yes
   ☐ No

* 2. Please provide examples of your ability to learn to record, review and analyze data, maintain technical files, and prepare 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 the ability to collect field data and samples and analyze and make recommendations regarding environmental data and sampling results?
   ☐ Yes
   ☐ No

* 4. Please provide examples of your ability to collect field data and samples and analyze and make recommendations regarding environmental data and sampling results.
   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 the ability to support public communication efforts such as written communication, public involvement, graphic production and education and outreach?
   ☐ Yes
   ☐ No

* 6. Please provide examples of your ability to support public communication efforts such as written communication, public involvement, graphic production and education and outreach.
   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. Do you have experience with GIS?
- Yes
- No

8. 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)

9. Are you currently enrolled or will be enrolled in a trade school training program, college or university undergraduate or graduate program?
   - Yes
   - No

10. Please select the division you are interested in below (Select all that apply):
    - Stormwater Management Manual Team
    - Watershed Program Division-Eastside Watersheds
    - Watershed Program Division - Columbia Slough and Columbia River
    - Watershed Program Division - Westside Watersheds

* Required Question