



Environmental Compliance Assistant

Part-time position/ Internship

\$11.26/Hour.

Beginning Spring 2018

The City of St. Cloud is seeking a temporary employee or intern to work with water quality and environmental compliance programs. Time will be shared between the Stormwater Utility (75%) and Wastewater Utility (25%). The successful candidate will assist with inspections and maintenance of the stormwater system, public education programs, environmental compliance program development and other activities to meet water quality requirements. The candidate will work independently and as part of a team in office settings, in the field and at construction sites.

JOB DUTIES:

- Assist with inspections of stormwater outfalls, ponds and infrastructure.
- Assist with maintenance of stormwater treatment practices (e.g. rain gardens).
- Assist with construction erosion and sediment control compliance inspections.
- Compile inspection reports and record inspection data.
- Assist with creating, distributing and coordinating Stormwater and Wastewater Pretreatment education programs.
- Assist with the implementation of the Stormwater Illicit Discharge Detection and Elimination Program.
- Wastewater Pretreatment Program Industrial and collection system sampling.
- Assist staff with research, program development and water quality improvement projects.
- Perform GIS mapping related tasks and edits.
- Other projects in the Public Utilities Department, as assigned.

QUALIFICATIONS: Applicant must possess excellent verbal and written skills, be able to work well independently and as part of a team; have the ability to learn quickly, knowledgeable with Microsoft software, and must have a valid driver's license. GIS experience is preferable. Preference will be given to undergraduate students with a minimum of one year remaining before graduation.

Interns will generally work Monday – Friday, 40 hours a week during the summer with a flexible schedule during spring and fall school semesters. There is a maximum of 1,300 hours in a calendar year. Some flexibility is allowed in the schedule.

TO APPLY: The City will be accepting cover letters & resumes via email to Mr. Noah Czech through 4:30pm on Friday March 2, 2018. Please contact Mr. Noah Czech with questions.

Mr. Noah Czech
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