

Land & Water Conservation INTERN
Job Description
Columbia County Land & Water Conservation Department

I. Position Summary

This position is to provide a special education and work experience between a college student majoring in Soils, Agricultural, Natural Resources courses or related fields with the Columbia County Land and Water Conservation Department. This position is under the general supervision of the Land and Water Conservation Director and performs semi-technical duties of moderate difficulty in the application of land and water conservation practices and programs in Columbia County. The position will work daily under the guidance of LWRM Specialists and the Administrative Assistant.

II. Essential Duties and Responsibilities

This position will be directly working with LWCD Specialists and Administrative Assistant to support a range of tasks that will include data collection and field inspection work required as part of the annual conservation compliance monitoring requirements for landowners participating in the Farmland Preservation Program and others subject to NR 151 Performance Standards & Prohibitions. The purpose of the position is to allow us to have staff resources to complete these tasks and help us manage data collection and property history thru our file director imaging software. The intern will need to establish a basic understanding of programming functionality in a general sense. Including a basic understanding of landowner eligibility, NR 151 Performance Standards & Prohibitions, cost sharing, engineering and conservation planning. Basic understanding of NMP principles and process will be important. We will also provide the intern the exposure to basic conservation engineering and planning work as part there programming work.

III. Knowledge, Skills, Licensure and Experience Required

1. Enrollment in post high school courses related to natural resources or and associated field
2. Valid Wisconsin driver's license. (County vehicle will be provided)
3. Must maintain automobile liability insurance.
4. Ability to deal effectively and courteously with the public, contractors, consultants and government officials.
5. Knowledge of basic conservation principles and practices
6. Ability to communicate effectively in oral and written form
7. Computer use required (MS Word, Excel, Arc Map, Snap Plus)

IV. Physical Requirements

1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and
2. Walking.
3. Visual Acuity.
4. Able to hear normal conversations.
5. Able to communicate orally in a clear matter.
6. Able to lift/carry/push/pull at least 50 pounds

This position description is not to be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.