

Worcester County Job Opportunities

DEPARTMENT:	ENVIRONMENTAL PROGRAMS
JOB TITLE:	ENVIRONMENTAL INTERNSHIP (998 HOURS)
COMPENSATION:	GRADE 16 / STEP 1 \$21.76 PER HOUR
WORK LOCATION:	PRIMARY LOCATION: GOVERNMENT CENTER, SNOW HILL, MARYLAND
WORK SCHEDULE:	998 ANNUAL HOURS; APPROXIMATELY 20 HOURS PER WEEK
APPLICATION PERIOD:	UNTIL FILLED

MARYLAND STATE RETIREMENT: THIS POSITION WILL AUTOMATICALLY PARTICIPATE IN THE MARYLAND STATE RETIREMENT SYSTEM. MEMBERSHIP IS MANDATORY FOR EMPLOYEES THAT WORK OVER 500 BUDGETED HOURS IN THE FISCAL YEAR. AS A MEMBER, 7% OF YOUR BUDGETED ANNUAL SALARY WILL BE CALCULATED, DIVIDED BY 26 AND DEDUCTED FROM YOUR BIWEEKLY PAYCHECK AND SENT TO YOUR ACCOUNT AT MARYLAND STATE RETIREMENT SYSTEM.

JOB SUMMARY: This entry level position will provide a broad learning experience to individuals seeking to advance their career in the environmental field. The individual will learn and assist with the functions of the Departments various programs which include but are not limited to natural resources, environmental health, land conservation and planning, GIS, water sampling, septic and sewerage, erosion and sediment control, and marine construction. This position will report to the Deputy Director but is under the direct leadership of the Director of Environmental Programs.

GENERAL REQUIREMENTS:

- Pre-employment background check
- Safety sensitive position requiring Drug and Alcohol Testing
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Assists with and participates in the implementation of various local and State regulatory measures falling within the authority of the Department
- Provides assistance with varying permit types including intake, processing, review, and issuance, maintenance of records and files, basic analysis of site plans, reports and data, preparation of correspondence, staff reports, notifications, and coordination with other agencies, etc.
- Assists with day-to-day program operations within the office as well as in the field which may include but not limited to permit processing, file research and organizing, GIS mapping, assisting the public and staff, conducting field inspections and/or monitoring with senior staff
- Assists with conservation easement mapping, inspections and baseline reports using GIS/GPS
- Conduct investigations and queries within digital document storage system
- Completes assigned tasks accurately and by established deadlines.
- Cross train and back up other staff as needed.
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism.
- Complies with safety programs, procedures training, fire drills, COOP plans, etc. and works safely.
- Ensures confidentiality of information and records and complies with record retention schedule.
- Adheres, supports, and enforces Worcester County Government Personnel Rules & Regulations
- Perform other related duties as assigned by the Deputy Director or Director of Department

QUALIFICATIONS AND SKILLS:

- High School Diploma or equivalent
- Enrollment within a college or university with an emphasis in Environmental or Natural Resources related area of study
- Ability to follow verbal and written instructions; keep records and logs; complete written forms; and to communicate effectively with the public and coworkers. Ability to apply acquired knowledge to increasingly varied and complex tasks
- Computer literate (word processing, spreadsheets), with a basic knowledge of with GIS (ArcMap, ArcPro, Survey 123)
- Ability to express oneself accurately, clearly and effectively, both in writing and verbally
- Ability to follow verbal and written instructions; keep records and logs; complete written forms; and to communicate effectively with the public and coworkers.
- Ability to apply acquired knowledge to increasingly varied and complex tasks, perform duties independently and as part of a team, and complete assigned tasks by established deadlines

- Ability to drive a county vehicle. Must maintain an active driver's license with less than 4 points (MD equivalent)

SAFETY ANALYSIS:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)
Medium Work; Constant viewing, hearing, talking and lifting up to 10lbs; Frequent standing, carrying, pushing, pulling, walking and lifting and moving of objects up to 25lbs; Rarely up to 50lbs. Known hazards include risks associated with heat, fumes, humidity, noise, slippery and uneven surfaces, weather and vibration.