

Summer Intern

Crawford County
Land Conservation Department
225 N Beaumont, Prairie du Chien 608 326 0270

Position Summary

This is a summer intern position in the Land Conservation Department under the direction of the County Conservationist. The intern will assist the Conservation Specialist with the Nonmetallic Mining Reclamation program, Transect Survey, Land & Water Technical Application Program and other duties as assigned. This position is paid on a contractual basis; is non-exempt, non-union, and may last for up to 525 hours throughout the summer months of June, July, and August. Application deadline 4:30 p.m. March 5, 2010.

Essential Duties/Responsibilities

This description is designed to assist in evaluating duties, and skills of the position. It is not a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the Supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded. Crawford County has the right to re-evaluate all positions on a continuous basis in determining the need for the position along with the availability of funding. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

- Assist with inspection of Non Metallic Mining sites.
- Assist in general office duties related to the Non Metallic Mining Reclamation program
- May review submitted reclamation plans to determine compliance with environmental regulations
- May generate aerial photos for Non Metallic Mining sites
- May coordinate with outside professionals to determine environmental impacts of nonmetallic mining sites
- Utilize GPS System to accurately measure in-the-field-acreage
- May assist Conservation Specialist in layout of engineered practices and construction inspections
- May assist in performance of surveys, installation of erosion control practices, animal water management systems, and stream improvement practices
- May assist partner agencies in conservation compliance checks

Physical Demands

25% - Office work using computers, phones, copy machines, etc.

15% - Conferences, training, and staff meetings

60% – Field work pertaining to Essential Duties

Abilities Preferred

- General knowledge of Non Metallic Mining and or general reclamation plans
- Ability to work in a pleasant and understanding manner with the public.
- Communicate effectively and use independent judgement
- Plan, organize, and schedule priorities
- Carry out complex oral and written instructions and translate to digital office and field equipment
- Ability to keep confidential data secure.

Education and Training Preferred

Graduation from an accredited high school, or GED. Experience in an agriculturally/engineering related field. Familiarity with Non Metallic Mining helpful. Any acceptable equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities. Possession of a valid Driver license and reliable transportation with adequate auto insurance to meet minimum County requirements.