



CITY OF SANTA ROSA
invites applications for the position of:

Student Intern - Santa Rosa Water

An Equal Opportunity Employer

SALARY: \$11.00 - \$16.00 Hourly

OPENING DATE: 10/25/18

CLOSING DATE: 11/08/18 11:59 PM

THE POSITION:

STUDENT INTERNSHIP OPPORTUNITIES
Apply online only at www.srcity.org/jobs

Santa Rosa Water has excellent paid internship opportunities in the Water-Use Efficiency, Energy and Sustainability, Environmental Laboratory, Environmental Compliance and Storm Water & Creeks sections. **To qualify as a Student Intern, an individual must be enrolled in a full-time or part-time academic or vocational program or curriculum which is directly related to the work the Intern would perform for the City.**

This recruitment is to establish a list for current vacancies in Water-Use Efficiency, Energy & Sustainability and Environmental Compliance and an anticipated vacancy in Storm Water & Creeks.

Water-Use Efficiency:

Water-Use Efficiency interns are college students with an interest in resource management, urban water systems, and/or water use efficiency. Interns work up to 20 hours per week gaining on-the-job training in a range of water use efficiency duties, strategies, technologies, and programs. To learn more about Santa Rosa's Water-Use Efficiency programs, please visit our website www.srcity.org/WaterSmart.

The Ideal Candidate in Water-Use Efficiency has:

- The ability to work two full days during the work week
- Excellent skills in customer service and team work
- Strong communication skills (orally and in writing) and basic math skills
- Desire to learn how to conduct water use efficiency audits and measurements
- Passion for helping the public through site visits, outreach events, and workshops
- A California Class C license

Energy and Sustainability:

The position will perform administrative and promotional support for the Take it From the TAP! Program. The ideal candidate will have the ability to successfully advertise and promote the City's water, develop educational curriculum for all ages and seek sustainable funding sources. Experience working with children, knowledge of our water system and healthy habits and a California Class C license are highly desirable. Additionally, other tasks can be assigned that will support various energy efficiency, renewable energy and water-energy nexus projects that the Energy and Sustainability team staff are working on.

The Ideal Candidate in Energy & Sustainability is:

- Able to work two full days during the work week
- Able to work occasional evenings and weekends
- Passionate about engaging the public about water quality and supply and sustainability issues
- Able to work well with a collaborative team.
- Able to follow instructions (verbal and written)

Environmental Laboratory:

Environmental laboratory intern works alongside experienced laboratory staff to learn about environmental laboratory operations. Qualified students will be enrolled in Chemistry, Biology, Environmental Studies or a related program. The position is located at the City's Laguna Environmental Laboratory at 4300 Llano Road, Santa Rosa, California.

The Ideal Candidate in the Laboratory Section is:

- Able to learn and follow safe laboratory practices
- Detail-oriented and able to produce accurate, high quality work
- Able to work well in a team environment
- Able to follow instructions (verbal and written)

Environmental Compliance:

Environmental Compliance administers and enforces environmental compliance of commercial and industrial users' wastewater discharges. The Intern participates directly in the following support functions: sampling, water meter reads, inspecting grease removal devices and basic office duties. The candidate gains "hands on" experience maintaining samplers and field equipment, collecting grab and composite samples, using Chains of Custody, measuring grease levels in grease removal devices and recording data in the field using various methods. The candidate must be available to work from 7:00 a.m. to 12:00 p.m., Monday through Friday, at least four of the five days.

The Ideal Candidate in the Environmental Compliance Section is:

- Able to follow safe sampling practices in industrial and street/traffic settings
- Detail-oriented entering computer data
- Able to work well in a team environment
- Able to follow instructions (verbal and written)

Storm Water & Creeks:

This position is for college students interested in creek restoration and outreach who are currently enrolled in Biological Sciences, Geology, Geography with an emphasis on GIS, Environmental Studies, or a related program.

The Ideal Candidate for Storm Water & Creeks has:

- Ability to work well as a member of a collaborative team
- An interest in supporting and promoting environmental protection and enhancement projects and programs
- Knowledge of, and experience with, restoration projects, native riparian plants, and local fish and wildlife species.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Water-Use Efficiency:

- Work with staff to assess customer water use efficiency in single family homes, apartment complexes, businesses, and institutions
- Prepare recommendations for helping customers improve water use efficiency
- Conduct pre- and post-inspections to qualify customers for rebates and incentives
- Promote water use efficiency at public outreach and education events
- Measure landscapes, identify plants, assess irrigation systems and collect data
- Enter data into databases and conduct analysis of customer water use histories

Energy and Sustainability:

- Work directly with the public to provide information at events
- Promote environmental programs such as the Earth Day Fair and Take it From the TAP!
- Research and identify sources of grants, awards or other income
- Assist with writing grants, as needed
- Assist with the development of outreach materials
- Give presentations to k-12 and college students as well as at various community groups
- Participate in public events and help plan campaigns and events

Environmental Laboratory:

- Clean laboratory glassware
- Stock laboratory supplies
- Scan and file laboratory documents
- Prepare reagents and bacteriological media
- Dispose of completed samples
- Assist with routine lab duties.

Environmental Compliance:

- Assist in wastewater sampling
- Assist in environmental compliance inspections
- Assist in education and public outreach
- Data entry and filing

Storm Water & Creeks:

- Assist with Creek Stewardship Program educational and stewardship projects
- Assist or lead creek restoration planning, planting, maintenance and field monitoring
- Assist with creek cleanups, trail maintenance, and vegetation management
- Assist in conducting wetland delineations, animal and plant surveys, and preparing environmental documents and regulatory permits for City projects
- Assist with storm water sampling, field assessments, calibration and use of field equipment
- Assist on implementation of the City's National Pollutant Elimination System Municipal Separate Storm Sewer System Permit to improve or protect storm water quality
- Assist or lead storm water outreach activities, including public education, events, webpage and social media updates, and development of outreach resources
- Conduct basic research on topics related to storm water protection or creek restoration related activities

REQUIRED QUALIFICATIONS:

General Qualifications: To qualify for any Student Intern position, individuals must be enrolled in a full-time or part-time academic or vocational program or curriculum which is directly related to the work the Intern would be performing for the City. Student Interns are classified as temporary employees and work variable hours per week on a schedule that accommodates his or her academic coursework or schedule and the operational needs of the department. Interns

must have the ability to: complete basic arithmetic calculations; efficiently and accurately use computer software programs; communicate effectively both orally and in writing; and, if required, have the ability to work outside periodically.

License: For assignments that require travel to locations throughout the City, individuals must be physically capable of operating a motor vehicle safely and possess a valid, Class C California driver's license or be able to demonstrate the ability to travel on scheduled and unscheduled visits to various locations in the City which may or may not be reachable by public transportation

ADDITIONAL INFORMATION:

Working Conditions and Physical Requirements:

Water-Use Efficiency:

Interns in Water-Use Efficiency work a flexible schedule, depending on program needs, occasionally including evenings and weekends. Our most successful interns work an average of 16-20 hours per week. The majority of their work is performed in teams. Tasks often involve working outside and require walking and standing for periods of time as well as lifting of materials up to 25 pounds. Office work includes using Microsoft Office software to create documents and spreadsheets and ARC GIS to generate maps for site audits (training provided). Qualified candidates should have the ability to calculate basic arithmetic, conduct field work in a variety of environments, be collaborative team members, communicate effectively verbally and in writing, accurately record data and enter it into a database, and provide excellent customer service.

Energy and Sustainability:

Incumbents assigned to this classification work a flexible schedule, depending on program needs, including evenings and weekends. Our most successful interns work an average of 16-20 hours per week. Knowledge of our watershed, outreach strategies, fund development, structure of and effective techniques working with nonprofits, government agencies, and organizations. The ability to assist with the preparation of Tap! lesson plans for school age students. Exceptional oral communication skills sufficient to give educational presentations face-to-face or to large groups. Familiarity with problem-solving techniques and rules of English grammar, punctuation and spelling sufficient to prepare reports, surveys, and correspondence. Ability to work effectively with minimum supervision, follow written and oral direction and operate computer terminal and keyboard.

Environmental Laboratory:

The majority of work will be performed in the laboratory. Interns must be able to stand for long periods of time and they must be able to carry light objects long distances and sometimes lift these objects over their shoulders. Interns sometimes lift and carry objects weighing up to 45 pounds for short distances. Interns must be able to perform repetitive arm/hand motions and must be able to perform data entry tasks on a computer keyboard. Interns also must be able to wear designated protective equipment and follow instructions to properly work with various chemicals. Interns must be able to discern changes in colors and must be able to hear and respond to auditory alarms such as timers.

Environmental Compliance:

The Incumbent receives oral instructions from Inspectors regarding sampling locations, procedures and protocols, and they will convey scheduling and requirements to industrial users. Work is performed sitting at a desk, standing at outreach events or in the field at commercial and industrial sites. The ability to pick up and move equipment weighing up to 75 pounds while he or she bends or stoops repeatedly using lower back muscles is necessary for the position. Field tasks includes working with and around wastewater, industrial wastes, chemical preservatives and hazardous substances. Duties are performed outdoors in a variety of weather

conditions with exposure to traffic and the elements for extensive periods of time. These exposures require personal protective equipment when the situation dictates. Tasks include travel to sites within the Subregional collections system (Santa Rosa, Sebastopol, Cotati and Rohnert Park) to set up equipment and sample various locations. Environmental Compliance Interns must be able to differentiate between colors on a strip chart or in a solution, are expected to obtain industrial meter reads, set composite samplers and retrieve sampling equipment. Daily duties require climbing ladders or steps, using common hand tools and cleaning sampling apparatus wearing normal protective clothing. Interns conduct field work in a variety of environments, are a team player, communicate effectively verbally and in writing, accurately record data and enter it into a database, and provide excellent customer service. Attention to detail is a must. The candidate must be available to work from 7:30 a.m. to 12:00 p.m., Monday through Friday, at least four of the five days.

Storm Water & Creeks:

Work will be performed in an office setting and outdoors in the field. Incumbents will sit or stand for extended periods with the ability to sit and/or rest as needed and communicate face to face, on the telephone and via electronic mail. Working with the computer involves continuous or repetitive arm-hand movements when using the keyboard. Field work could include work on uneven slopes, during adverse weather conditions and require lifting up to 25 pounds.

Selection Process:

Applications will first be reviewed to ensure they are complete and demonstrate the applicant's possession of minimum qualifications. Next, the applications and supplemental questionnaires will be reviewed/evaluated to determine the MOST QUALIFIED candidates and those will be invited to the next steps, anticipated to include a department interview. Successful candidates will be required to pass a background investigation and depending on assignment, may also be required to pass a pre-employment physical examination.

Current City Interns who would like to be considered for one of these positions should submit an application to be considered.

APPLICATIONS MAY BE FILED ONLINE AT:

www.srcity.org/jobs

Job #18/19-41NK-O
STUDENT INTERN - SANTA ROSA WATER
NK

Computer kiosks are available at our office for applicant use:

100 Santa Rosa Ave, Room 1

Santa Rosa, CA 95404

Monday - Friday 8:00 AM to 5:00 PM

CONTACT US:

707-543-3060 jobs@srcity.org (do not send resumes here)

APPLICANT'S RESPONSIBILITIES:

Before making the final submission of the application, it is your responsibility to ensure you are submitting a complete application package, which will consist of a complete application for employment reflecting all jobs you have held during at least the last 10 years and may consist of additional required documents and a complete supplemental questionnaire. A resume will not be accepted in lieu of a complete application. Your responses to any supplemental questions describing specific work experience and education must clearly correspond to work history and education on your application.

SPECIAL ACCOMMODATIONS:

If special accommodations are necessary at any stage of the examination process, e.g., written examination, oral appraisal interview, assessment center or other activity, you must request an accommodation within five (5) business days of being noticed that an event requiring accommodation is occurring and every attempt will be made to consider your request. To request an accommodation, please visit our website at www.srcity.org/jobs or call Human resources at 707-543-3060. The City is an equal opportunity employer.

Student Intern - Santa Rosa Water Supplemental Questionnaire

- * 1. The answers you provide to the supplemental questions will be used to evaluate your qualifications for this position and whether you will continue in the selection process. They may also be used to evaluate your qualifications relating to specific openings as they occur and whether you will be referred to departments for interviews. Specific work experience you claim in response to these questions must be clearly supported and described in the work history and education portion of your application or else you will not receive credit for it. I acknowledge that I understand these conditions.
- ☐ Yes
- * 2. Santa Rosa Water currently has the following opportunities for Student Internships. Please indicate your interest in the internship assignments below:
- ☐ Water-Use Efficiency
☐ Energy and Sustainability
☐ Storm Water & Creeks
☐ Environmental Laboratory
☐ Environmental Compliance
- * 3. Please explain your interest in each Student Intern assignment that you checked in Question # 1 above, tell us how it relates to your current academic program, and how your education has equipped (or will equip) you to perform the duties of each internship?
- * 4. Date available to begin work:
- * 5. Weekly hours you can work when classes are in session:
- ☐ 10
☐ 16
☐ 20
☐ 30
- * 6. Weekly hours you can work during school breaks and/or summer:
- ☐ 20
☐ 30
☐ 40
- * 7. Please list the following: • College/University attending • Field of study • Number of units enrolled for Spring of 2018 NOTE: If hired, you must provide proof of enrollment.
- * 8. List the related college level course titles that you have completed and the completion date.
- * 9. Please indicate your class year for the 2017/18 school year:
- ☐ Freshman
☐ Sophomore
☐ Junior
☐ Senior
☐ Graduate student
- * 10.

Briefly describe any previous work/academic experience (paid or unpaid) that you feel makes you a good candidate for each of the Student Intern assignment(s) that you have checked in Question #1 above and explain how that experience equips you to perform the duties of each internship.

- * 11. Please tell us about your computer experience by checking all the computer programs listed below that you consider yourself an "intermediate" or higher-level user:
 - ☐ Microsoft Excel (spreadsheets)
 - ☐ Microsoft Word (word processing)
 - ☐ Microsoft Access (database)
 - ☐ Microsoft PowerPoint (presentations)
 - ☐ Geographic Information Systems (GIS)
 - ☐ Outlook (email/calendaring programs)
 - ☐ Adobe Illustrator
- * 12. Please describe any experience you have helping to plan, advertise, promote or host an event.
- * 13. Please list below two (2) academic and/or professional references. Please include their names, relationship to you and their contact information, including telephone numbers and e-mail addresses.
- 14. Interns assigned to the Energy and Sustainability Section are required to answer the following question. If you are not interested in the internship assignment in Energy and Sustainability Section, please skip this question. The current internship will require involvement in the City of Santa Rosa's "Take it From the Tap!" (Tap!) Program. The Tap! program provides classroom education to Santa Rosa students and community groups about Santa Rosa's water quality and the health and economic benefits of drinking tap water. Please describe any experience you have had creating and giving educational presentations to youth and community groups. If you do not have experience in this area, please write "N/A".

* Required Question