Urban Conservation Intern

Salary
$15.87 - $22.11 Hourly

Location
50010, IA

Job Type
Temporary

Department
Public Works

Job Number
20-PWUCI-01

Closing
2/1/2021 5:00 PM Central

Residency Requirement?
No

• DESCRIPTION
• BENEFITS
• QUESTIONS

General Information
The City of Ames Public Works Department is currently accepting applications for the position of Urban Conservation Intern. Candidates interested in this position can expect to work approximately April 2021 - December 2021, 10-15 hours per week with the potential for up to 40 hours per week in the summer.

Performs sub-professional work inspecting and performing groundskeeper tasks to maintain City owned stormwater management practices and native landscapes, aids in implementing federal, state, and local stormwater requirements; aids in ensuring compliance with the City's Phase II MS4, National Pollutant Discharge Elimination System (NPDES) permit and City of Ames related ordinances; performs related work as required.

Examples of Essential Job Functions
In and around the City owned stormwater practices, bio-cells and native landscape areas:

• Inspect the practice for proper function
• Perform maintenance planting, watering, weeding, mulching, fertilizer application, plant trimming
• Trash pickup
• Minor reconstruction of hardscape around stormwater practices
• Lead and direct volunteers in the maintenance of these areas
• Assist in preparation and implementation of annual stormwater goals and objectives;
• Assist in preparation of the MS4 Annual Stormwater Program Report;
• Inspect construction projects to ensure ordinance compliance with native landscaping requirements
• Assist in developing and implementing public education, involvement and outreach programs; develops educational materials for specific target audiences;
• Assist in developing and administering a urban conservation plan
• Provide technical assistance on urban conservation issues to City staff as needed.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement, inspiring creativity and innovation, being customer driven, making data-driven decisions, championing employee involvement, striving for excellence, having fiscal stewardship, acting with honesty and integrity, exhibiting leadership, choosing a positive attitude, respecting one another, promoting safety and wellness, and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Other Job Functions: Monitors streams and storm water system during dry and wet weather; maintains field sampling equipment; identifies illegal connections to the storm sewer system.

Qualifications
Education and Experience:
Preferred:
- Knowledge and experience of Iowa native plants and habitat.
- Experience or field of study in Ecology, Forestry, Environmental Science or Environmental Engineering, Civil Engineering, Horticulture, or related.

Licenses and Certificates: Valid driver's license required.

Knowledge, Abilities, and Skills: Knowledge of Iowa native plants and Iowa ecology; the principles and practices of establishing and maintaining native landscapes. Ability to deal effectively with the public in high stress situations; ability to read public improvement plans, subdivision plats, site plans, topographic maps, etc.; ability to prepare and maintain clear and concise records and reports; ability to work with other City employees and the general public; ability to create and implement effective public outreach and educational programs; ability to work under general direction; ability to communicate effectively both orally and in writing; skill in the use of a laptop computer and related software.

NOTE: Preference may be given to applicants possessing qualifications above the minimum.

Supplemental Information
Physical and Environmental Characteristics:

General Physical Characteristics: The work involves sitting 10 percent of the time; sitting and using arm/leg controls 10 percent of the time; standing (but not walking) 40 percent of the time; standing and walking 40 percent of the time; occasionally lifting objects under 10
pounds; occasionally lifting objects from 10 to 25 pounds; occasionally lifting objects from 25 to 50 pounds; and occasionally lifting objects over 50 pounds.

Vision Requirements: The minimum standard for use with those whose work deals largely with preparing/analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects or parts, use of measurement devices or assembly of parts at distances close to the eyes.

Required Physical Activities: Balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing and repetitive motions.

Environmental Conditions: The majority of work is performed outside with occasional inside work as necessary.

Equipment Used to Perform Essential Functions: site and landscape plans, vegetation trimming equipment, rakes, shovel, dibble storm water related materials, computer, mobile tablet, Microsoft Office, ArcGIS software, calculator, a variety of printed materials, copy machine, safety vest, and hard hat.

Selection Process:

The selection process consists of an evaluation of education and experience, an interview, and completion of a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: http://www.uscis.gov.

NOTE: Persons with disabilities must submit requests for ADA testing accommodations to the Human Resources Department prior to the application deadline.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

Agency
City of Ames

Address
515 Clark Ave

Ames, Iowa, 50010
Phone
515-239-5199

Website
http://www.cityofames.org/jobs