

City of Martinsburg



JOB: STORMWATER INTERN-TEMPORARY SEASONAL POSITION	DATE: 3/5/2019
PAY GRADE: 12 PAGE 1 OF 4	REPORTS TO: PUBLIC WORKS DIRECTOR AND/OR STORMWATER COORDINATOR

1. TASK & DUTIES LIST AND MEASURES OF PERFORMANCE FOR: STORMWATER INTERN-TEMPORARY SEASONAL POSITION	
<ul style="list-style-type: none"> PAY STAUS: NON-EXEMPT 	
2. REQUIREMENTS:	
Education:	Degree in or pursuing a degree in environmental science, engineering, geography or related field, or any equivalent of combination of related education and experience.
Licensing, Registration or Certification:	<p>Background check must be satisfactory.</p> <p>Pre-employment screenings must be passed.</p> <p>Must possess or be able to obtain at time of hire and maintain a valid West Virginia (or state of residence) driver's license.</p>
Experience	Education and/or experience above or any equivalent combination of education and experience. Experience editing ArcGIS data layers and maps is preferred.
Skills, Knowledge and Abilities:	<p>Assists in performing duties and activities for the City of Martinsburg Stormwater Management Program.</p> <p>Knowledge of Window, ArcGIS and Microsoft Office.</p> <p>Ability to research and understand technical documentation.</p> <p>Ability to compile specific data and maintain databases, creating reports when required.</p> <p>Knowledge and/or interest in stormwater management and emerging trends.</p> <p>Excellent analytical, problem solving and practical skills.</p> <p>Ability to read maps and technical drawings.</p> <p>Ability to operate a digital camera and a GPS unit.</p> <p>Ability to work independently with little direction, including prioritization of workload and schedule management.</p> <p>Ability to work a flexible schedule to accommodate meetings and/or activities related to the position.</p> <p>Ability to establish and maintain effective working relationships with City officials, employees and public.</p>

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		<p>Ability to maintain confidentiality and to handle related matters discreetly.</p> <p>Ability to operate motorized vehicles, equipment and all other tools utilized in the position.</p>	
Physical:	Body Positions:	<p>Standing, walking, sitting, climbing, reaching, balancing, stooping, kneeling, crouching and crawling.</p>	
	Body Movements:	<p>Must use hands to finger, handle, feel or operate objects, tools, or controls. Must be able to reach and grasp with hands and arms.</p> <p>Must be able to meet any required physical standards, including but not limited to walking rough terrain and climbing inclines.</p> <p>Must be able to constantly lift and/or move up to 65 pounds and occasionally lift and/or move up to 100 pounds.</p> <p>Stand, walk, sit, kneel, stoop, crouch, climb, balance and crawl.</p>	
	Body Senses	<p>Sight, hearing, speech and smell. Must be able to speak and hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.</p>	
Mental:	Language	<p>Ability to read, speak and write English. Ability to effectively communicate and project positive attitude. Must be able to communicate effectively verbally and in writing.</p>	
		Supervision Exercised	None
		Reasonable Accommodations	Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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TASKS and DUTIES OF JOB: General Definition: Under the direct supervision of the Public Works Director and/or Stormwater Coordinator, performs various technical and physical tasks, as assigned for the Public Works Department/Stormwater Management Program. In cooperation with the Public Works Director and the Stormwater Program Coordinator, the Stormwater Intern-Temporary Seasonal position will perform tasks such as: Collection of GPS locations and condition information of stormwater infrastructure in assigned areas. Digitizing and georeferencing existing engineering drawings of stormwater infrastructure. Creation of geodatabase of all collected field data and georeferenced documentation. Create a digital inventory of all scanned materials and upload to network drive. Interns will be required to contribute to other Department projects and to perform other duties as assigned. While performing the duties of this job, the employee works in an inside office setting as well as outside in weather conditions of all types. Use of manual and power tools may be hazardous if used improperly. Employee must use all safety issued equipment properly in the performance of the duties of this position, improper neglectful use adds a hazard to the job being performed. The employee may be exposed to fumes or air borne particles, toxic or caustic chemicals. Employee will be working both indoors and out and may be exposed to various weather elements such as heat, cold, rain, snow etc. Noise level in the work environment will vary from moderately quiet in an office setting to moderately loud when performing field work.

1	Maintains the required confidentiality of all work.
2	Performs tasks for various needs as directed for the Stormwater Management Program of the Public Works Department.
3	Collects GPS locations and condition information of stormwater infrastructure in assigned areas.
4	Digitizes and georeferences existing engineering drawings of stormwater infrastructure.
5	Creates geodatabase of all collected field data and georeferenced documentation.
6	Creates a digital inventory of scanned materials and uploads to network drive.
7	Contributes to other assigned Department projects.
8	Any and all other duties assigned by the Public Works Director and/or the Stormwater Coordinator.

3. MEASURES OF PERFORMANCE:

1	Has a thorough understanding of job duties.
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2		Shows an interest in the position and in the City. Represents the City in a professional and ethical manner.
3		Communicates effectively with subordinates, co-workers and supervisors. Maintains positive relationships with co-workers, City officials, the public and all contacts.
4		Accepts and adapts to change, Learns new things quickly.
5		Cares about quality-rarely makes errors, able to work independently, requires little to no supervision.
6		Has ability to multi task in changing situations, without undo stress or frustration.
7		Accurate in duties as assigned.
8		Prepares required reports, forms and documents accurately and timely.

<p>I have reviewed and understand the task and duty description. The job description is not exhaustive, rather it is merely an accurate listing of the current job. Supervision reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change: example, emergencies, changes in personnel, workload or technical development.</p>			
Employee	Date	Supervisor	Date