

**STORMWATER INTERN JOB DESCRIPTION**  
**SOUTH PORTLAND WATER RESOURCE PROTECTION DEPARTMENT**  
**PAY GRADE - HOURLY RATE**  
**(3/18/24)**

**GENERAL PURPOSE**

The Stormwater Intern position will work with the Stormwater Program Coordinator in implementing the six Minimum Control Measures (MCMs) as outlined in [Maine's Small Municipal Separate Storm Sewer System \(MS4\) General Permit](#) and the [City's Stormwater Program Management Plan](#). This position will also support the City's ongoing urban impaired stream restoration efforts.

**SUPERVISION RECEIVED**

The Stormwater Intern will receive guidance from the City's Water Resource Protection Department's Collection Systems Division Manager and Stormwater Program Coordinator.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist with implementation of plans and programs for compliance with the requirements in the MS4 General Permit as outlined in the City's Stormwater Program Management Plan. Examples include:
  - Assist with establishing and implementing a pet waste management program.
  - Assist with identifying & locating catch basins, drain manholes, drainage ditches, drainage swales and other City-owned stormwater infrastructure.
  - Maintain guidance documents on use of stormwater Best Management Practices (BMPs) for commercial, residential and municipal activities.
  - Assist in preparing reports and presentations for City Council and City committees, various governmental organizations, and public interest groups.
  - Conduct storm drain stenciling activities throughout the City to increase awareness about the stormwater pollution.
  - Support stormwater system water quality monitoring and dye testing in targeted watersheds to identify potential illicit discharges and/or sewer cross connections.
  - Compile and summarize data for City's Household Hazardous Waste Collection events.

- Assist with the implementation of Watershed Management Plans (WMPs) and/or pollution reduction programs and plans consistent with established [Total Maximum Daily Loads \(TMDLs\)](#) for the City's urban impaired streams.
- Develop and maintain effective communications with the public, contractors and other relevant organizations on collaborating to implement Stormwater Program activities and stream restoration projects.
- Assist Stormwater Program Coordinator in preparing reports and presentations for City Council and City committees, various governmental organizations, and public interest groups.
- Provide assistance for grant proposals and implementation of grant-funded projects in support of the City's Stormwater Program and stream restoration efforts.
- Assist in creating and updating GIS data layers and maps in support of Stormwater Program and stream restoration efforts.

### **PERIPHERAL DUTIES**

Perform other related duties and responsibilities as required.

### **DESIRED MINIMUM QUALIFICATIONS**

1. Enrollment in a two or four-year degree program for environmental science/policy, natural resources management, civil/environmental engineering or related field;
2. Experience or knowledge of water resources assessment and protection concepts ideally including basic understanding of stormwater management regulations and related environmental protection regulations;
3. Equivalent combination of education & experience that provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

Must possess a valid State of Maine Class C driver's license.

### **TOOLS AND EQUIPMENT USED**

Personal computer for word processing, presentations, data summary & analysis (spreadsheets), and GIS mapping software and related equipment (copier, scanner, mobile devices, etc.); stormwater & water quality monitoring equipment; and motor vehicles.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing 25-50 pounds, crouching/kneeling, bending, reaching, keyboarding, close vision, color/depth perception, hearing sounds/communication, speaking clearly and handling/grasping/fingering objects. Essential functions may require maintaining physical condition necessary for walking rough terrain and climbing inclines at work sites.

## **WORK ENVIRONMENT**

The work environment described here is representative of what an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Work is generally performed in an office environment, but also requires travel to a variety of locations to perform field work in all weather conditions. Employee may be exposed to noise from basic office equipment operation, occasionally works near moving mechanical parts, and is exposed to wet/humid conditions, vibration, and construction equipment.

Exposed to normal hazards associated with construction sites, including equipment, traffic, dirt, dust, vehicle/equipment fumes, airborne particles, potentially hazardous chemicals, noise, extreme temperatures and wet/icy conditions. May be required to wear protective clothing and/or equipment. Safety precautions must be followed at all times to avoid injury to self and others. May occasionally be exposed to irate individuals. May occasionally travel out of town for training and other related meetings.

## **SELECTION GUIDELINES**

### **Knowledge**

- Familiarity with stormwater management and water resources protection concepts.
- Effective methods of organizing and utilizing data, equipment, personnel and resources.
- Proficiency with Microsoft Office applications specifically Excel, Word and PowerPoint is essential. Familiarity with Geographic Information Systems (GIS) applications such as ArcMap and ArcGIS Online is strongly desired.

### **Ability**

- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective courses of action.
- Prepare and deliver written and oral presentations.

- Work independently with minimal direction.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **TERM OF EMPLOYMENT**

This full-time position generally begins in mid-May and continues until late-August / early-September. There is also an opportunity for part-time employment throughout the fall months depending on the applicant's availability.

The duties listed above illustrate the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.