

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>INTERN – ENVIRONMENTAL COMPLIANCE</b>	Department:	City Utilities Administration
Requisition Number:	2021248		
Hours:	7:30 am to 4:00 pm, may vary; minimum 16 hours per week	Rate of Pay:	\$12.00 - \$15.00 hourly
Date Posted Up:	10/28/2021	Date Posted Down:	Until filled
Time Up:	8:30 am	Time Down:	

**SUMMARY**

Working under the direction of the Regulatory Compliance Program Manager assists in data collection, tracking, and developing reports on various environmental and public health requirements. The intern will be provided opportunities to learn about the City’s environmental programs and will gain an understanding of state and federal regulatory compliance requirements. Portfolio-building opportunities through an individualized learning plan. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City and Utility's safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following.

Other duties may be assigned.

- Assists with data collection and entry to develop required environmental reports for City Utilities’ permits and environmental and public health programs;
- Provides administrative support, and assists in implementation of City Utilities compliance programs;
- Coordinates with the City’s drinking water filtration and water pollution control facilities to track environmental reports in regulatory databases;
- Assists in stormwater field investigations, mapping, and food service establishments and facility inspections;
- Assists in developing and updating Standard Operating Procedures;
- Assists with public outreach events;
- Prepares, reviews, and edits documents in support of environmental and regulatory permitting programs including public outreach material and website information;
- Assists with compliance data input into software systems, scanning and filing of existing hard copy documents; and archiving of environmental records;
- Assists with Stormwater Quality Management Plan update and compliance tracking;
- Coordinates with other departments as necessary to ensure compliance;
- Assists with national Pollutant Discharge Elimination Permit (NPDES) compliance requirements;
- Assists with other City Utilities field work;
- Assists in the City’s Water Pollution Control Plant laboratory as needed.

**MARGINAL FUNCTIONS**

Other duties as assigned.

## **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Applicants must be enrolled at a college, university or pursuing requirements for a degree program in environmental science, biology, public health or closely related field or are a recent graduate from a related program. Two years of college or technical school preferred.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, maps, ordinances, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

If a City vehicle is used, successful applicants must have either;

- A valid Indiana Driver's License, or
- A valid driver's license accompanied with a notarized or certified copy of the individual's driving record from the state/region/country where such license was issued.

## **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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those 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 functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, outdoor wilderness (poison ivy, thorns, mosquitoes, thick brush, off-trail trekking, etc.), and moving mechanical parts. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.