



Candice S. Miller

Public Works Commissioner
Macomb County

January 31, 2023

The Macomb County Public Works Office (MCPWO) has an opening for an intern to assist the Stormwater Group. The position is temporary part-time requiring 12 - 20 hours per week from March through August. Exact start/finish dates will be determined at hiring. Working hours will occur Monday - Friday between 8:30 am to 4:30 pm. Flexibility exists with working hours within that time frame. Programming during the summer will require the upper range of hours.

Applicants must be at least 18 years old, currently pursuing or recently completed a Bachelor's Degree in environmental sciences, planning, engineering or related field, and possess a valid Michigan Driver's License with a satisfactory driving record and a licensed, insured vehicle.

Primary duties include:

- 1) With other interns, conduct sampling and/or field testing in Macomb County drains and watercourses and assist with or perform lab testing on samples, under direction of MCPWO staff
- 2) Provide and maintain photos, written reports and maps using department software and applications such as Accela, Collector and ArcGIS Online
- 3) Research and report on best practices for sampling protocols and other factors contributing to the success of Macomb County's IDEP, Stormwater, Green Infrastructure and other programs
- 4) Advise MCPWO staff and contractors of any issues observed in the field affecting the function of drains or watercourses
- 5) Other duties as assigned

Requirements:

- Strong organizational and recordkeeping abilities with good written and oral communication skills
- Ability to interpret and work with maps/plans oriented towards natural resources, land use and development, and attention to detail in field data collection
- Knowledge of ArcGIS Desktop and Online preferred with ability to download and operate GPS field applications
- Must be able to produce written reports with photos in Microsoft Word, PowerPoint, Excel, and Google Docs
- Ability to work independently as well as in a small team and conduct oneself with tact and courtesy
- The ability to operate a motor vehicle and hand controls on equipment, and distinguish colors and hear audible alarms

- The work requires seasonal exposure to outdoor weather conditions, including rain, humidity, intense heat and sunlight, as well as other environmental hazards such as insects, poison ivy, etc. and traversing uneven or wet terrain

Compensation:

Internship is part-time and temporary with compensation of \$15.60 an hour, paid biweekly. No benefits are included with this position.

For consideration, please indicate interest in an email with a resume attached to Danielle Devlin at danielle.devlin@macombgov.org with “Stormwater Internship” in the subject line. Please include two references. Position open until filled.