



**San Bernardino Valley
Water Conservation District**

Helping Nature Store Our Water

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

ENVIRONMENTAL BIOLOGY AND GIS INTERNSHIP

DEFINITION

Under general direction of the Land Resources Manager, the Environmental Biology and GIS Intern will assist with a variety of professional field and office biology, environmental, and GIS tasks in coordination with the District's Land Resources Manager and Assistant Biologist.

SUPERVISION EXERCISED

None.

IMPORTANT AND ESSENTIAL DUTIES

Assist the District's Land Resources Manager, Assistant Biologist, and District contracted consultants in biological fieldwork and data collection on District-owned and/or managed properties in compliance with proper scientific methods and any applicable State/Federal protocols, including general biological resources and habitat suitability assessments, vegetation communities and habitat types classification and mapping, plant and animal species inventories, special status plant and animal species surveys, and jurisdictional delineations.

Support data entry, management, and QA/QC; Develop databases, templates, and reporting structures.

Assist with analysis and summarization of biological data for inclusion in technical reports and other biological documents.

Assist with the preparation of technical reports necessary to complete environmental documentation for specific projects by preparing maps, information, and other requested materials.

Support implementation and compliance of biological mitigation measures of the Upper Santa Ana River Wash Habitat Conservation Plan and approved project/permit requirements for District projects and operation and maintenance activities.

Utilize Esri Geographic Information Systems software products to perform a variety of GIS tasks including creating maps, performing analyses, and developing surveys and StoryMaps.

Support grant and permitting efforts by preparing maps, information, and other requested materials; researching funding assistance; and preparing applications.

Utilize Microsoft Office, Excel, Word, PowerPoint and other office software programs for correspondence, reports, databases, templates, PowerPoint presentations, graphs, and other requested work products.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Introductory level of principles and practices of conservation biology; endangered species management; habitat restoration; local conservation issues; Federal and State environmental and species laws, codes, and regulations; State and regional conservation plans; botany; and ecological processes important to natural resource management.

Introductory level of principles and practices of groundwater hydrology; watershed hydrology; water supply development; chemical and biological aspects of water pollution; local water issues; Federal and State water laws, codes, and regulations; and State and regional water plans.

Esri Geographic Information Systems software products, statistical software products, and/or related software to collect, analyze, manage, and map environmental data.

Office technology including Microsoft Office, Excel, Word, and PowerPoint to create a variety of work products including professional emails, reports, databases, templates, PowerPoint presentations, and graphs.

Technical report writing/editing.

Skill to:

Operate office and field equipment such as measuring tapes, GPS units, computer equipment, and software used in environmental biology and GIS.

Operate a motor vehicle safely.

Excellent written and verbal communication skills.

Ability to:

Utilize written and verbal communication skills to convey ideas and concepts to colleagues, external partners, stakeholders, and the public; Communicate clearly and concisely, both orally and in writing.

Comprehend instructions and execute tasks independently with best use of personal judgement and initiative. Communicate questions to supervisor in a timely manner.

Contribute to a team working environment characterized by contribution to discussions, problem-solving, project design and implementation, and workload.

Maintain positive working relationships with colleagues, external partners, and those contracted in the course of work.

Maintain a professional approach to assignments characterized by flexibility, positivity, and openness to feedback.

Handle multiple concurrent assignments and manage priorities and tasks; Plan and organize work to meet schedules and deadlines.

Utilize strong organizational skills to support data entry, management, and QA/QC.

Experience and Education Guidelines:

The intern will be a full-time or part-time student or recent graduate of an accredited undergraduate or graduate program seeking a degree in Biology, Ecology, Environmental Sciences, or related field.

License:

Possession of or ability to obtain an appropriate, valid California Class C Driver License and maintain a driving record acceptable to the District's automobile insurance provider. The intern may be asked to drive their personal vehicle to project sites at various locations within the Mill Creek and Santa Ana River watershed.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, climb, and lift/move objects up to 25 lbs., with possible exposure to outdoors, chemicals, mechanical, and electrical hazards.

Ability to perform field work with the specific ability to hike for long distances in challenging terrain, with possible exposure to physical and biological hazards including extreme heat, extreme cold, sun exposure, and wildlife.

Ability to work in a standard office environment with the ability to travel to different sites and locations.