

# 2022 DNR Summer Diversity Internship Opportunities

Apply on Wisc.Jobs December 6, 2021 – January 21, 2022

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2022 DNR - DIVERSITY INTERNSHIP PROGRAM (SWSDIP) OPPORTUNITIES					
DOA #	Title	Location(s)	Pay Rate	Hours	# of positions
370-101	Water Resources Mgmt Spec	Madison	16-18	40	3
370-102	Park Maintenance-Laborer	LaPointe-Big Bay	11-12	40	3
370-103	Park Maintenance-Laborer	Mellen-Copper Falls	11-12	40	2
370-104	Visitor Services Assoc	LaPointe-Big Bay	\$11.00	40	1
370-105	Visitor Services Assoc	Mellon-Copper Falls	\$11.00	40	2
370-106	Conservation Biologist	Madison	16-18	30	1
370-107	Wildlife Tech-Adv	NER flexible	15-17	40	1
370-108	Fac Maint Spec-Grounds/Facility Maint	Tomahawk	13-16	20	1
370-109	IS Data Services Prof-GIS Data Serv	Madison	20-22	20	1
370-110	Waste Mgmt Spec	Milwaukee/Wauk	16-18.69	40	1
370-111	Financial Spec	Madison	15-16.71	20	1
370-112	Prog & Policy Analyst-Wildlife Policy	Madison	15-18	40	1
370-113	NR Educator	Milw-Lakeshore St Prk	15-18	20	1
370-114	Laboratory Technician	Fitchburg	15-17	40	1
370-115	Env Program Assoc	Green Bay	15-17.50	40	1
370-116	Hydrogeologist	Green Bay	16-18	40	1
370-117	Air Mgmt Spec	Madison	16-18	30	1
370-118	Wildlife Tech-Adv	Bong-Kansasville	15-17	40	1
370-119	IS Comp Serv Pro-IT Coordinator	Madison	17-20	40	1
370-120	Parks & Recreation Spec	Crivitz-Govs Thompson/E	12-14	32	2
370-121	NR Educator	Statewide	15-18	40	5
370-122	Wastewater Spec-Engineering Intern	Madison	16-18.69	40	1
370-123	IS Business Automation	Madison	20-22	20	1
370-124	Desktop Support-IS Tech Serv Spec-Sen	Madison	20-22	20	1
370-125	Records/Forms Mgmt Spec	Madison	16-18	20	1
370-126	Water Supply Specialist	Green Bay	15-18	40	1
370-126	Water Supply Specialist	Oshkosh/Wautoma	15-18	40	1
370-127	Hydrogeologist	Spooner	16-18	40	1
370-128	Waste Mgmt Spec	Milwaukee	16-18	40	1
370-129	Waste Mgmt /Communications Spec	Milwaukee	16-18	40	1
370-130	NR Educator-FINtern	Milwaukee/Madison	14-15	40	4
370-131	Water Supply Specialist	Fitchburg/Dodgeville	15-18	40	1
370-132	Program & Policy Analyst	Madison	16-18	40	1
370-133	Wastewater Spec	Green Bay	16-18	40	1
370-134	Env Program Assoc	Madison	15-17.50	40	1
370-135	Fisheries Biologist	Madison	15-17	20	1
370-136	NR Program Spec-Fisheries Communications	Madison	15-17	20	1
370-137	Program & Policy Analyst	Madison	15-17.50	20	1
370-138	Park Maintenance-Laborer	Bong/Kansasville	12-14	40	1

# Position 370101: Water Resources Management Specialist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Div. of Environmental Management

**Location:** Madison

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Yes

**Pay Range:** \$16 - \$18

## **Job Description and Duties:**

The Water Resources Management (WRM) inter will assist with collection of water, biota, and sediment samples from lakes, streams and wetlands, as well as conduct vegetation and habitat surveys, as part of ongoing projects to protect and restore Wisconsin waters. Intern will be working as a team with other water quality staff in the field 2-3 days per week. Occasional overnight travel. Office work will primarily consist of entering field data into the Department's water quality database, as well as preparing maps, sampling equipment, and data forms and organizing water quality samples and plant vouchers. Office work may also include orientation to and tasks involving the use of scientific data and processes for water quality protection, i.e., use of water quality standards to set goals for the waterbody, compiling and interpreting field data to assess the condition of Wisconsin waters, developing restoration plans, etc.

In addition, the WRM intern will participate with other interns in the Environmental Management Division exploring the variety and depth of careers represented within the Division. This "career discovery" experience will entail field trips, panel discussions, shadowing and mentoring, and an independent project. Applicants will be invited to propose a specific area of interest that they are interested in exploring as part of the recruitment process.

60% Assist with field work (lake and stream water quality and biological sampling, wetland and vegetation surveys, habitat assessment) and preparing and maintaining field equipment, forms, vouchers, etc., as well as office tasks involving the use of scientific data and processes for water quality protection.

20% Participate in various "career discovery" opportunities being coordinated by the EM Division, as part of an overall diversity fellowship program.

20% Develop and pursue an independent project to address a priority need within the Water Resources program.

## **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications:

Educational background or interest in natural resources; ability to work outdoors in sometimes difficult conditions and terrains; experience working with data in Microsoft Excel and/or other

database systems. Demonstrated capacity to learn and apply new skills and see things through to completion.

Preferred qualifications:

Taxonomic ID skills, some familiarity with native Wisconsin flora, especially in wetlands and lakes; prior experience collecting water samples or conducting field work helpful but not required.

## Position 370102: Park Maintenance

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Div. of Fish, Wildlife and Parks

**Location:** LaPointe (Big Bay State Park)

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** No

**Pay Range:** \$11 - \$12

### **Job Description and Duties:**

On the eastern side of Madeline Island, the largest of the Apostle Islands archipelago, Big Bay State Park features picturesque sandstone bluffs along 4 miles of Lake Superior shoreline. The park also has a 1-mile boardwalk, sandy swimming beach, hiking trails, large family campground and two group camps. A short ferry ride from Bayfield to Madeline Island is needed to reach the park.

As a Laborer at Big Bay State Park, you will have the unique opportunity to work at one of the few island properties in the State Park System! Laborers play a critical role in maintaining this popular park by maintaining and cleaning park buildings and grounds, trail maintenance and repairs, and assisting with the development and implementation of new amenities and park facilities.

45% Mow grass. Pick up litter. Clean beach areas, restrooms, campfire rings and picnic grills. Remove trees and brush.

25% Perform general maintenance duties. Develop and maintain trail surfaces. Install signs. Haul garbage, paint grills and picnic tables.

15% Perform minor plumbing and electrical duties.

15% Operate vehicles and light equipment.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements:

- Knowledge, skills and experience of general maintenance operations
- Ability to work independently, be self-motivated and punctual
- Ability to work a modified schedule; nights, weekends, holidays, etc.

Preferred Qualifications:

- Building/facility or repair maintenance experience
- Knowledge/experience in trail maintenance and construction.
- Experience with Commercial mowers, UTVs, and power hand tools

## Position 370103: Park Maintenance

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Div. of Fish, Wildlife and Parks

**Location:** Mellen (Copper Falls State Park)

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** No

**Pay Range:** \$11 - \$12

### **Job Description and Duties:**

Ancient lava flows, deep gorges and spectacular waterfalls make Copper Falls State Park one of Wisconsin's most scenic parks. Log buildings built by the Civilian Conservation Corps in the 1930s add to the park's charm. The park offers camping, hiking, bicycling, picnicking, fishing and swimming opportunities in Loon Lake. The 1.7-mile Doughboy's Nature Trail, along the Bad River, is one of the best hikes in Wisconsin. The rich history at Copper Falls has put it on the National Register of Historic Places. This position will be critical in supporting the park, maintaining facilities and historical structures, trail work and construction, and special projects. There is no housing on site.

45% Mow grass. Pick up litter. Clean beach areas, restrooms, campfire rings and picnic grills. Remove trees and brush.

25% Perform general maintenance duties. Develop and maintain trail surfaces. Install signs. Haul garbage, paint grills and picnic tables.

15% Perform minor plumbing and electrical duties.

15% Operate vehicles and light equipment.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements:

- Knowledge, skills and experience of general maintenance operations
- Ability to work independently, be self-motivated and punctual
- Ability to work a modified schedule; nights, weekends, holidays, etc.

Preferred Qualifications:

- Building/facility or repair maintenance experience
- Knowledge/experience in trail maintenance and construction.
- Experience operating commercial mowers, tractors, and UTVs

# Position 370104: Visitor Services Associate - Big Bay State Park

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Div. of Fish, Wildlife and Parks

**Location:** LaPointe (Big Bay State Park)

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** No

**Pay Range:** \$11 - \$11

## **Job Description and Duties:**

On the eastern side of Madeline Island, the largest of the Apostle Islands archipelago, Big Bay State Park features picturesque sandstone bluffs along 4 miles of Lake Superior shoreline. The park also has a 1-mile boardwalk, sandy swimming beach, hiking trails, large family campground and two group camps. A short ferry ride from Bayfield to Madeline Island is needed to reach the park.

Visitor Services Associates are the front line staff that park visitors first see when visiting the park, and are the first point of contact for park information and the sales of park admission passes.

Housing may be available at this location.

50% Greet visitors, collect and account for fees and disseminate information. Work at entrance stations, campgrounds or other visitor contact stations. Use electronic cash registers, electronic credit card verification equipment and computerized reservation and reporting systems.

25% Provide answers to visitor questions concerning the specific park area, as well as explain the area's recreational opportunities, interpretive services, concessions and campground availability.

15% Distribute brochures, maps and provide directions/routes of travel throughout the park; inform visitors of potential safety hazards.

10% Issue admission receipts in accordance with established guidelines.

## **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements:

- Ability to work independently, be self-motivated and punctual
- Ability to work a modified schedule; nights, weekends, holidays, etc.
- Experience with Cash registers, credit card terminals, and point of sales equipment.

Preferred Qualifications:

- Ability to communicate effectively with co-workers and public
- Customer service and cash handling experience
- Knowledge and experience working with computers

# Position 370105: Visitor Services Associate - Copper Falls State Park

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Div. of Fish, Wildlife and Parks

**Location:** Mellen (Copper Falls State Park)

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** No

**Pay Range:** \$11 - \$11

## **Job Description and Duties:**

Ancient lava flows, deep gorges and spectacular waterfalls make Copper Falls State Park one of Wisconsin's most scenic parks. Log buildings built by the Civilian Conservation Corps in the 1930s add to the park's charm. The park offers camping, hiking, bicycling, picnicking, fishing and swimming opportunities in Loon Lake. The 1.7-mile Doughboy's Nature Trail, along the Bad River, is one of the best hikes in Wisconsin.

These are front-line customer service positions and will be the first point of contact for visitors entering the park.

No housing provided at this location.

50% Greet visitors, collect and account for fees and disseminate information. Work at entrance stations, campgrounds or other visitor contact stations. Use electronic cash registers, electronic credit card verification equipment and computerized reservation and reporting systems.

25% Provide answers to visitor questions concerning the specific park area, as well as explain the area's recreational opportunities, interpretive services, concessions and campground availability.

15% Distribute brochures, maps and provide directions/routes of travel throughout the park; inform visitors of potential safety hazards.

10% Issue admission receipts in accordance with established guideline

## **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements:

- Ability to work independently, be self-motivated and punctual
- Ability to work a modified schedule; nights, weekends, holidays, etc.
- Ability to follow standard operating procedures, guidelines, and policy.

Preferred Qualifications:

- Ability to communicate effectively with co-workers and public
- Customer service and cash handling experience
- Knowledge and experience working with computers
- Experience with Cash registers, credit card terminals, and point of sales equipment.

## Position 370106: Conservation Biologist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Div. of Fish, Wildlife and Parks

**Location:** Madison

**Expected Hours Per Week:** 30

**Eligible for Remote Work:** Partially

**Pay Range:** \$16 - \$18

### **Job Description and Duties:**

40% Field Work

- \* Conduct acoustic bat surveys (mobile and stationary)
- \* Conduct roost surveys and site inspections
- \* Habitat management
  - Invasive species and brush control around roosts and hibernacula

35% Data Entry

- \* Process cave bat health exemption forms
- \* Enter data in online web portal

25% Data processing and analysis

- \* Analysis of thermal camera footage

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements:

The applicant must be able to work independently following training, have excellent attention to detail, have a valid driver's license, and be able to work during off peak hours (i.e. night work).

Preferred Qualifications:

Experience with data management.



## Position 370107: Wildlife Technician

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Fish, Wildlife and Parks

**Location:** Any of these cities within Northeast Region (Green Bay, Peshtigo, Oshkosh, Appleton, Plymouth, Navarino)

**Eligible for Remote Work:** No (Field work conducted following Covid protocols)

**Expected Hours Per Week:** 40

**Pay Range:** \$15 - \$17

### **Job Description and Duties:**

Primarily assist district biologists and technicians to conduct wildlife surveys and habitat field work including migratory bird banding (doves, geese, ducks), brush cutting, wetland infrastructure maintenance, cattail removal, water-level manipulation, pesticide applications and equipment maintenance.

40% Assist with migratory bird banding operation within the NE district (NED). Help prep banding sites for doves, geese and ducks. Participate in all aspects of local banding operations.

30% Develop, enhance and maintain priority wildlife habitat within the district including water level

manipulation, mowing grasslands, removing brush with tractor and by hand, pesticide applications, and other practices across the district.

30% Maintain and operate equipment (skid steers, tractors, trucks, trailers, chain saws, sprayers,

ATV/UTV's, pumps, small motors) to conduct priority habitat management activities, including planting, maintenance mowing and herbicide application.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements:

- Good organizational skills, ability to work independently and with a team in office setting as well as outdoors in the field.
- Effective communication skills.
- Valid driver's license.
- Experience using Microsoft Office products.

Preferred Qualifications:

- Education or training in wildlife management or closely related natural resources field.

## Position 370108: Grounds/Facility Maintenance

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Forestry

**Location:** Tomahawk

**Expected Hours Per Week:** 20

**Eligible for Remote Work:** No

**Pay Range:** \$13 - \$16

### **Job Description and Duties:**

Will perform grounds maintenance and lawn care duties including but not limited to: Grass mowing and trimming, trimming trees and shrubs, cleaning and clearing of fence lines, planting, painting, general building and facility maintenance and repair both inside and out. Must be able to use & understand simple hand & power tools, read and understand tape measures, sketches, written and verbal instructions. Opportunity for light mechanical fabrication and equipment maintenance work for learning and instructional purposes.

45% Buildings and facility maintenance including the following skills - cleaning, replacement, mechanical repair, light electrical, patching, painting, installing, etc.

40% Lawn care including the following skills - mowing, trimming, edging, seeding, etc..

10% Light manufacturing and fabrication work to include the following skills: cutting, drilling, grinding, welding, sketch and blue print reading, using measuring devices, layouts.

5% Basic computer skills - able to use email, excel, calendar, etc.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications:

Valid drivers license, able to work outdoors, experience with hand and power tools and power lawn maintenance equipment, motivated self starter able to operate safely and efficiently at all times. Able to lift 10 - 15 lbs. regularly and 25 - 30 lbs occasionally.

Preferred work hours are 7:45 a.m. - 4:30 p.m. M-F (40 hours/week).

Preferred qualifications:

Experience in basic metal fabrication methods & practices.

Experience in Welding (Stick, MIG, TIG, OXY/GAS).

Able to work from ladders and elevated platforms.

## Position 370109: GIS Data Services

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Internal Services

**Location:** Madison-GEF2

**Eligible for Remote Work:** Yes (If necessary due to pandemic)

**Expected Hours Per Week:** 20

**Pay Range:** \$20 - \$22

### **Job Description and Duties:**

Primary responsibilities will include processing and managing enterprise geospatial data; gathering requirements from DNR staff; configuring applications using ArcGIS Online and ArcGIS Portal; and spatial analyses to support on-going climate, environmental justice, hydrography and other projects.

40% GIS Data Processing, Editing and Visualization

A.1. Acquire GIS datasets from various sources. This work may include reprojecting data, documenting metadata and reformatting data to meet DNR requirements.

A.2. Contact other agencies and organizations to acquire data.

A.3. Acquire tabular data and reformat it to link with GIS datasets.

A.4. Edit GIS data in ArcSDE and other sources using ArcGIS Desktop (ArcMap or ArcGIS Pro).

Perform quality control.

A.5. Document processing steps and follow DNR best practices for file storage, data editing and map service publishing.

A.6. Develop and publish map, feature and image services using ArcGIS desktop.

A.7. Design maps and graphics using ArcGIS Desktop and Excel.

30% Configure GIS applications

B.1. Gather and document requirements from stakeholders. Develop design plan.

B.2. Use ArcGIS Online, ArcGIS Hub and ArcGIS Portal to configure web mapping applications using templates.

B.3. Follow web mapping application development and publishing standard operating procedures.

B.4. Develop user technical and training documentation.

30% Support spatial analyses

C.1. Perform analyses to analyze the relationship of geospatial data layers. This work will include summarizing data by geographic zones such as census tracts and performing standard geoprocessing (eg. union, intersects).

C.2. Summarize tabular data in Excel using charts and pivot tables.

C.3. Perform spatial analyses using ArcGIS desktop tools.

**Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications:

- \* Knowledge of Environmental Systems Research Institute (ESRI) ArcGIS Desktop software (ArcMap, ArcGIS Pro), including extensions and tools (e.g., Spatial Analyst, 3D Analyst, Model Builder).
- \* Knowledge of fundamental methodologies to perform technical geospatial data collection, processing, coordinate conversion, QA/QC, distribution, management, etc.
- \* Knowledge of fundamental methodologies of mapping sciences and cartographic design.
- \* Ability to follow standard operating procedures and pay attention to details.
- \* Proficiency with Microsoft office products including Access, Excel, Word, Skype, Power Point, and SharePoint.

Preferred qualifications:

- \* Knowledge of ArcGIS Online development tools.
- \* Knowledge of SQL and Python scripting languages.
- \* Analysis, evaluation and problem-solving skills.
- \* Organizational and time management skills. Ability to handle multiple priorities and coordinate many tasks at once.

## Position 370110: Engineering Intern-Waste Management

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** EM-Environmental Management

**Location:** Milwaukee or Waukesha

**Eligible for Remote Work:** Yes  
(dependent on status of pandemic)

**Expected Hours Per Week:** 40

**Pay Range:** \$16 - \$18.69

### **Job Description and Duties:**

The Department's Waste and Materials Management Program Program within the Bureau of Environmental Management is seeking a motivated individual to aid in southeast region landfill inspections and report review for the summer. The intern will maintain a core list of responsibilities with direct supervision and will be based in Southeast Region's Waste and Material Management Program (Milwaukee or Waukesha office). Along with core work tasks, the intern will have an opportunity to experience

the breadth of the Waste and Material Management Program, mentored by a specialist in the field with the supervisor maintaining a sponsoring role throughout. The intern will participate in all program meetings, maintain close coordination with the supervisor and mentor, and complete a training program as experienced by our field engineers and specialists. Adjustments will be made accordingly to allow all duties as described to be performed remotely in the event the agency continues to work from home due to the pandemic.

60% Conduct and/or coordinate with other program staff to conduct Department audits, investigations, evaluations, inspections and documentation of newly developed, existing or closed sites for compliance with and enforcement of environmental regulations, plan approval conditions, and court and administrative orders.

30% Assist with the engineering review and project management of Plans of Operations, Site Construction Documents, Closure Plans, Remedial Action Plans and Plan Modifications for existing and/or proposed waste management and disposal facilities, hazardous waste treatment, storage & disposal (TSD) facility siting and exemptions for beneficial waste reuse.

10% Consult with and provide technical assistance to other program staff or other governmental agencies, the public, consultants, on waste and materials management issues.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications:

Currently enrolled in civil/environmental engineering, environmental science, or natural resources accredited degree program. Has good customer skills, writing skills, is an independent

thinker and can work independently. Is familiar with Microsoft applications and with navigating Internet and independent applications.

Preferred qualifications:

Completed at least 1 year of upper level coursework related to civil/environmental engineering degree major.

Interests in natural resources management, regulatory programs and procedures.

Has experience or course work in environmental engineering or waste management technologies.

## Position 370111: Financial Specialist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Fish, Wildlife and Parks

**Location:** Madison GEF2

**Expected Hours Per Week:** 20

**Eligible for Remote Work:** Yes

**Pay Range:** \$15 - \$16.71

### **Job Description and Duties:**

This is a fiscal specialist position within the DEPARTMENT OF NATURAL RESOURCES's Division of Fish, Wildlife and Parks (FWP). This position will work as assigned on accounts payable and accounts receivable work with various FWP programs based on need for the specified services. This position is part of a team of FWP Division Financial Specialists and will work closely with Office of Business Service's Budget and Grants Team.

60% GOAL A. Perform fiscal specialist duties for the Division of Fish, Wildlife and Parks.

A1. Process accounts payable transactions.

A2. Process accounts receivable transactions (gifts, revenue).

A3. Audit accounts payable invoicing for accuracy, funding source integrity, and fiscal accountability.

30% GOAL B. Perform work to support the division-level fiscal service model

B1. Actively participate on the Office of Business Services' Fiscal Specialist Team

B2. Consult/collaborate with other fiscal specialist and the OBS Budget and Grants team to identify and build efficiencies, and streamline and standardize

B3. Maintain internal financial specialist training materials

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements:

This position requires a background in data management. Good organizational, time management, and communication skills required. Ability to learn complex financial systems.

Working knowledge of Excel.

Preferred Qualifications:

Experience with PeopleSoft financial system, academic training in Business or related field, Knowledge and/or experience with accounts payable. Proficient in Excel.

## Position 370112: Wildlife Policy Assistant

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Fish, Wildlife and Parks

**Location:** Madison GEF2

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Partially

**Pay Range:** \$15 - \$18

### **Job Description and Duties:**

Work collaboratively with Bureau of Wildlife Management statewide specialists to create policy, guidelines and practices for public lands, wetland habitat, conservation agriculture and grazing and the Voluntary Public Access private lands leased for public access.

25% Assist the Wetland Specialist with dam and water control structure inventory and development prioritization.

25% Assist the Conservation Agriculture and Grazing specialist with evaluating grazing impacts and success via on-site surveys and helping with farming agreement records.

25% Learn habitat management practices through working with Adopt-a-Wildlife Area volunteer groups.

15% Assist the Public Lands Specialist with policy and guidance documents for Wildlife Areas.

10% Gain familiarity with on-the-ground public lands work including posting properties, assessing signage and infrastructure on Wildlife Areas and Voluntary Public Access and Turkey Hunter Access programs. Help with mapping projects for Wildlife Areas.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

#### **Requirements:**

Be currently enrolled or recent graduate in natural resources, environmental science, geography or wildlife/plant ecology accredited degree program.

Have ability to communicate effectively with co-workers, property managers, private landowners, partner organizations, and the general public.

Can work independently and is familiar with Microsoft office suite and internet applications.

#### **Preferred Qualifications:**

Knowledge of public lands policy and issues.

Experience analyzing quantitative and qualitative data from project/program initiatives.

Experience in using ESRI ArcGIS software, including ArcMap, and ArcGIS Online.



## Position 370113: Natural Resources Educator

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Fish, Wildlife and Parks

**Location:** Milwaukee- Lakeshore State Park

**Expected Hours Per Week:** 20

**Eligible for Remote Work:** No

**Pay Range:** \$15 - \$18

### **Job Description and Duties:**

Natural Resources Educators provide on-site educational programs and activities to organized school, social, and other groups as well as the general public visiting the property. This includes developing and distributing publications, signage and other materials. In addition, this position will assist with outreach, promotion, and public relations for the property.

55% Under the direction of the park manager, provide on-site educational programs and activities to organized school, social, and other groups as well as the general public visiting the property. Perform necessary clerical, custodial, and administrative functions to support education programs and other functional efforts of the park.

30% Develop, distribute, and place publications, signage, and other materials to facilitate nonpersonal interpretive activities at the property. Work with other staff to develop, place, and monitor signage for trails, display areas, and other education point at the property.

10% Assist with outreach, promotion, and public relations for the property. Assist park manager and park staff in the development and hosting of special events.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements: - Ability to work independently, be self-motivated and punctual - Ability to work a modified schedule including nights, weekends and holidays - Ability to communicate effectively, professionally and respectfully with co-workers and the public Preferred

Qualifications: - Well-qualified applicants for the Natural Resources Educator positions should possess vast knowledge of Wisconsin's Natural Resources including the state's recreation opportunities, environment, flora and fauna.

## Position 370114: Laboratory Technician

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Forestry

**Location:** Fitchburg

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** 20%

**Pay Range:** \$15 - \$17

### **Job Description and Duties:**

The Forest Health Lab Assistant works closely with the State Forest Pathologist and Forest Health Team to diagnose pathogens from submitted samples. This position also helps conduct field surveys and assists with lab management and administrative tasks. 65% Assist the state forest pathologist with the diagnosis of forest pathogens (i.e. Leptographium spp, Heterobasidion irregulare, Bretziella fagacearum) from field samples. Prepare culture plates, perform molecular tests using PCR, track lab samples from start to finish, and report results. 15% Assist with field and nursery surveys of various forest pests and diseases. 15% Maintain a safe, clean and functional lab. Identify chemicals and lab supplies needed for the lab to ensure supplies are fully stocked. 5% Assist the state forest pathologist with miscellaneous administrative tasks.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications: \* General knowledge of biology \* Computer skills (Microsoft Word, Excel, Access) \* Interest in learning forest health issues and various lab skills to diagnose forest health problems \* Detail-oriented and organized \* Ability to work indoors, outdoors, in a team setting and independently Preferred work hours are 7:45 a.m. - 4:30 p.m. M-F (40 hours/week). Preferred qualifications: \* Lab coursework or lab work experience \* Natural resources coursework or work experience

## Position 370115: Environmental Program Associate

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** EM-Environmental Management

**Location:** Green Bay

**Eligible for Remote Work:** Yes

**Expected Hours Per Week:** 40

**Pay Range:** \$15 - \$17.5

### **Job Description and Duties:**

Assist the Department of Natural Resources Waste and Materials Management program with tasks associated with records management. Provide other program support, as needed.

85% Assist with the organization and maintenance of records within the Waste and Materials Management program. Process paper and electronic records for long term-storage in the program's electronic file management system (i.e., Central File Repository). Learn and refine policies and standards for facility file maintenance and categorization.

10% Provide support services, including data entry, to Waste and Materials Management program staff consisting of Environmental Program Associates, Hydrogeologists, Engineers and Waste Management Specialists.

5% Gain familiarity with the Waste and Materials Management program by participating in inspections and other tasks, as assigned.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications:

Interest in office management tasks. Strong communication and organization skills. A willingness to work with and learn from others. Detail orientated and self-motivated. Able to work independently and function in a team environment. Willing to learn and adapt to Waste and Materials Management program data systems. Experience using Windows and Microsoft Office suite (Word, Excel and Outlook).

Preferred qualifications:

Enrolled in an administrative professional associate degree program or obtaining an office skills certificate. Interest in natural resources management and environmental compliance.

## Position 370116: Hydrogeologist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** EM-Environmental Management

**Location:** Green Bay

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Yes

**Pay Range:** \$16 - \$18

### **Job Description and Duties:**

Assist the Department of Natural Resources Waste and Materials Management program with tasks associated with hydrogeologic records management. Evaluate, interpret, and make decisions based upon monitoring data and monitoring requirements from active and/or closed landfills. Participate in and conduct closed landfill inspections. Provide other program support, as needed. 70% Assist with the organization, maintenance, and interpretation of hydrogeologic records within the Waste and Materials Management program. Locate and process paper and electronic records for long-term storage in the program's electronic file management system (i.e., Central File Repository). Learn and refine policies and standards for active and closed landfill file maintenance and categorization. 15% Evaluate and interpret groundwater monitoring data and monitoring requirements From active and/or closed landfills. Work with regional Hydrogeologists to review and interpret groundwater data; make recommendations to required groundwater monitoring parameters and monitoring frequencies; modify program data systems (i.e., Groundwater Environmental Monitoring System and Field Investigator Site Tracking); and update landfill monitoring information in data files. 10% Gain familiarity with the Waste and Materials Management program by participating in and independently conducting closed landfill inspections and other tasks, as assigned. 5% Provide support services, including data entry, to Waste and Materials Management program staff consisting of Hydrogeologists, Engineers, Environmental Program Associates, and Waste Management Specialists.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications: Enrolled in hydrogeology, earth science, physical sciences, chemistry, or accredited degree program. Strong communication and analytical skills. A willingness to work with and learn from others. Detail orientated, well-organized, and self-motivated. Able to work independently and function in a team environment. Willing to learn and adapt to Waste and Materials Management program data systems. Experience using Windows and Microsoft Office suite (Word, Excel, and Outlook). Preferred qualifications: Interest in hydrogeology/geology, natural resources management, and environmental compliance. Proficient in the use of Windows and Microsoft Office suite (Word, Excel, and Outlook).

## Position 370117: Air Management Specialist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** EM-Environmental Management

**Location:** Madison-GEF2

**Expected Hours Per Week:** 30

**Eligible for Remote Work:** Yes

**Pay Range:** \$16 - \$18

### **Job Description and Duties:**

Protect air quality with the DEPARTMENT OF NATURAL RESOURCES's Air Management Program. This position provides an opportunity to visit regulated sources and gain experience in how various industries are regulated by Clean Air Act requirements. Learn about air pollution control permits and applicability of federal pollution control requirements. Collect information and update USEPA's RACT/BACT/LAER Clearinghouse. This data system holds information from air pollution control permits across the nation to ensure robust pollution control requirements are fairly and systematically applied. Review air pollution control permit documents for applicability of New Source Performance Standards and National Emission Standards for Hazardous Air Pollutants, and work with Federal Standards team to track and quality assure rule applicability and make recommendations for improvements to the data collected and to the tracking database interface. 65% Reviewing major source construction permits and making updates to EPA's RACT/BACT/LAER Clearinghouse 35% Reviewing air facility files to ensure accurate applicability of Federal New Source Performance Standards and National Emission Standards for Hazardous Air Pollutants and helping to update and improve applicability tracking system.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications:

Basic understanding of engineering principals and industrial processes

Basic understanding of database management and manipulation

Ability to work cooperatively in a team towards the accomplishment of a goal

Preferred qualifications:

Interest in environmental regulations and regulatory processes

Interest in learning about the Clean Air Act and how it functions to protect and improve air quality

## Position 370118: Wildlife Technician

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Fish, Wildlife and Parks

**Location:** Kansasville

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** No

**Pay Range:** \$15 - \$17

### **Job Description and Duties:**

This position will assist the wildlife management team in the Southeast with habitat management, maintenance and daily operations of equipment, and wildlife surveys and bird banding. Most travel will be within Bong Recreation Area and state wildlife areas within Racine and Kenosha Counties. Occasional travel to surrounding counties for work days and habitat projects will be part of the job. Trainings that will be provided by the DEPARTMENT OF NATURAL RESOURCES to successful applicants: UTV safety, herbicide application techniques, chainsaw safety, and basic use of brush saws, hand tools, and personal protective equipment (PPE). 60% Assist with the habitat management of grasslands, wetlands, and forests on state land. Establish and maintain native and introduced grasslands and wetland communities. This includes conducting plant surveys and removing invasive plants and brush through mowing, manual pulling or by herbicide applications; maintaining dikes and water control structures; tilling and planting grasslands; and removing invasive trees and large brush using chainsaws and herbicide application. 25% Conduct wildlife surveys and assist with goose, duck and mourning dove banding. Participate in summer deer and game bird observations. 10% Utilize DEPARTMENT OF NATURAL RESOURCES technological systems, handheld GPS units, and Arc GIS to monitor and track habitat accomplishments. 5% Complete daily office tasks such as completing time sheets, expense vouchers and tracking equipment usage.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements:

Candidates are required to have a valid driver's license and be able to drive state owned vehicles.

Preferred Qualifications:

A working knowledge of common Wisconsin habitat types and basic management techniques is a preferred qualification.

## Position 370119: Information Technology Coordinator

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Fish, Wildlife and Parks

**Location:** Madison GEF2

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Partially

**Pay Range:** \$17 - \$20

### **Job Description and Duties:**

This 40 hours per week position is in Madison, WI, works under general supervision of the IT Systems Supervisor, guided by the Lead Information Technology Coordinator (ITC), and may include rare travel within the state. The position assists the Lead ITC, providing technical support to the Division of Fish, Wildlife and Parks' 1300+ staff statewide. Primary responsibilities include supporting and troubleshooting IT hardware, software and Telecom devices and inventory assets. 50% Manage Computer Incidents and Service Requests \* Actively monitor the ticket queue, prioritize requests and incidents and route to other parties for resolution when necessary. Document support activities when appropriate. \* Take ownership of tickets and update. \* Setup new printers, including identifying staff use of printers. \* Communicate status information related to software and services to staff throughout the Department, in non-technical language. \* Test new software on bench machines, document installation. \* Provide Windows 10 and Office 365 installation (imaging) on computers. \* Physically install computers, computer peripherals, and computer software. \* Provide data management for users through backups and restores as necessary. Perform hard drive wipes when removing assets from inventory. \* Troubleshoot non-standard (program-specific) end user hardware / software problems using desk-side support, phone support, and remote tools. 35% Telecom Services \* Assist with all requests and incidents related to smart phones and ipads. \* Order and setup devices and provide ongoing support. \* Process app requests. \* Take ownership of tickets and update. \* Create tickets for BTS Telecom. \* Collaborate with Bureau of Technical Services - Telecom and DET to complete requests 10% Asset Management \* Inventory hardware, software, devices. \* Research the status of asset records and update in the DEPARTMENT OF NATURAL RESOURCES's asset system. \* Surplus deprecated equipment. 5% Work on special projects as assigned.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements: \* Training or Experience with the Windows 10 operating system and the Microsoft Office suite to install/image computers. \* Experience with troubleshooting hardware/software issues. \* Experience working with remote tools to support customers \* Ability to provide quality customer service. Preferred Qualifications: \* Training or experience supporting telecom devices including smartphones and tablets. \* A+ Certification \* Microsoft 365 certifications

## Position 370120: Parks and Recreation Spec

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Fish, Wildlife and Parks

**Location:** Crivitz (Gov Thompson State Park/Gov Earl Peshtigo River State Forest)

**Eligible for Remote Work:** No

**Expected Hours Per Week:** 32

**Pay Range:** \$12 - \$14

### **Job Description and Duties:**

The Governor Thompson State Park and Governor Earl Peshtigo River State Forest are seeking summer interns for a variety of recreation duties. Recreation Specialists will work on trail maintenance and repair, maintenance related duties that may involve cleaning, carpentry, minor plumbing, or other technical aspects of property maintenance. PR Specialists will operate machinery such as UTV's, boats, chainsaws, hand tools, power tools, mowers, and other motorized vehicles. Perform customer service, sell admission stickers and campsites, and field questions about the property and recreation opportunities in the area.

**Housing is available on the property.**

60% Perform the maintenance of grounds and facilities to ensure they conform to established standards to include mow grass, pick up litter, clean public use areas and beaches, painting, maintaining restrooms and campsites, remove trees and brush, repair and maintain trail surfaces, operate vehicles and light equipment and perform repairs and maintenance to equipment and buildings. Assist in invasive species control and removal.

30% Assist in the collection of fees and dissemination of information. Work at entrance stations, campgrounds or other visitor contact stations. Use electronic cash registers, electronic credit card verification equipment and computerized reservation and reporting systems. Register campers; sell admission stickers to public. Provide answers to visitor questions concerning the specific park area, as well as explain the area's recreational opportunities, interpretive services, concessions and campground availability

20% Explain State Park rules, regulations and fees to visitors and help with special events. Assist the Property Superintendent with monitoring the work and performance of other team members or volunteers and any other duties as assigned.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements: Must be at least 18 years old and have a valid Drivers License. Heavy lifting is required Ability to work independently and as a team, be self-motivated and punctual.



## Position 370121: Natural Resources Educator

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Public Safety & Resource Protection

**Location:** Opportunities available at several locations Statewide including; Eau Claire, Chippewa Falls, Cornell, Hudson, River Falls; La Crosse, Black River Falls; Milwaukee, Waukesha, Kansasville, Eagle, Sheboygan; Baraboo, Dodgeville, Fitchburg, and Madison

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** No

**Pay Range:** \$15 - \$18

### **Job Description and Duties:**

Community Service Officers are primarily responsible for facilitating customer service and public safety via education and outreach efforts within their designated administrative area or state-owned properties such as parks, forests, trails, and other lands managed by the Wisconsin DEPARTMENT OF NATURAL RESOURCES. Specifically, this position will provide recreation management, assistance with resource protection, managing public safety through collaboration with law enforcement entities, law and rule interpretation, preventative enforcement through education, security, and administrative activities within the assigned area.

50% Provide education, outreach and excellent customer service to all resource users

- Educate customers on the safe and wise use of our natural resources and how to recreate safely
- Communicate with the public (via contacts, education programs, etc.) to promote awareness and knowledge of natural resources and state properties
- Educate public regarding natural resources rules; providing information and resources to visitors recreating within assigned area
- Develop preventative programs and activities to maximize voluntary compliance with rules and regulations using proactive, problem-solving and rule enforcement philosophies

20% Assist law enforcement officers (Conservation Wardens, sheriff departments, police) within assigned area or on DEPARTMENT OF NATURAL RESOURCES managed properties to maintain public safety

- Identify and report public safety issues, concerns, and illegal activity
- Resolve visitor issues and address low-level conflicts between users
- Issue verbal warnings to promote compliance with applicable rules to ensure the safety of visitors
- Perform off-road recreational vehicle checks and education

20% Training & Administrative Duties

- Complete required trainings and reports (expense, time and fleet, financial and business records, etc.)

10% Assist Conservation Wardens in educating users about natural resource laws pertaining to aquatic invasive species and diseases

**Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements:

- Meet minimum requirements for driving a state vehicle
- \* Must have a valid operator's license,
- \* Must have minimum of two years licensed driving experience, and
- \* Must be eighteen (18) years of age.
- Pass reference based and fingerprint based background checks
- Must be able to start on May 23rd and attend two weeks of consecutive training

Qualifications:

- Interest in Working in Natural Resources/the Outdoors
- Customer Service Experience
- Experience communicating with diverse groups, either in personal or professional setting

## Position 370122: Engineering Intern-Wastewater

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** EM-Environmental Management

**Location:** Madison-GEF2

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Yes

**Pay Range:** \$16 - \$18.69

### **Job Description and Duties:**

The Wastewater Engineer Intern will assist with review of engineering plans and specifications for wastewater treatment, storage, and conveyance systems, as well as assist with compliance inspections and oversight efforts in order to ensure that wastewater discharges are of sufficient quality to protect water quality in Wisconsin. Office work (70-80%) will begin with training and then primarily consist of reviewing engineering plans and specifications for consistency with design codes and data review and analysis. Field work will be occasional (20-30%) and will consist of traveling to permitted facilities with senior staff to shadow and assist with inspection efforts, as well as other field trips for exposure to other career opportunities within DEPARTMENT OF NATURAL RESOURCES.

In addition, the Wastewater Engineer Intern will participate with other interns in the Environmental Management Division exploring the variety and depth of careers represented within the Division. This "career discovery" experience will entail field trips, panel discussions, shadowing and mentoring, and an independent project.

55% Assist with engineering plan review of wastewater treatment, storage, and collection systems to ensure that proposed systems meet state design standards and accepted engineering practice. Work directly with experienced DEPARTMENT OF NATURAL RESOURCES engineers and consultants to correct deficiencies in projects in order to move them to an approvable state, and then issue approvals in a timely manner.

20% Participate in various "career discovery" opportunities coordinated by the EM Division, as part of an overall diversity fellowship program.

15% Shadow field engineers on inspections of wastewater treatment facilities, independently completing at least one inspection report by the end of the summer.

10% Complete an independent project that addresses a priority need within the Wastewater Program, and present the findings to the Wastewater Section at the conclusion of the internship program.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications:

Educational background or interest in environmental engineering

Ability to drive and work outdoors at industrial sites

Experience working with Microsoft Excel and/or other database systems

Preferred qualifications:

Coursework in environmental engineering, wastewater treatment, and fluid mechanics

Experience working with customers or external stakeholders

Strong communication skills

## Position 370123: IS Business Automation

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Internal Services

**Location:** Madison-GEF2

**Expected Hours Per Week:** 20

**Eligible for Remote Work:** Yes

**Pay Range:** \$20 - \$22

### **Job Description and Duties:**

IT Project Assistant This position provides support to the CIO, and secondary support to the Office of the CIO professional staff. The position encompasses IT Asset Management, IT Project Coordination, and IT Process Management. Position supports development and analysis duties, in support of IT strategy, finance, process, priority and organizational activities. 30% IT Project Coordination Assist with various IT project management tasks (e.g., gathering requirements, mapping data requirements, process improvement techniques, creating process flows, proposing alternative business process, etc.) 20% Information & Data Management - Support and help optimize structure, organization, solutions, communication and training around information and data as a key asset to the Business. Analysis of sensitive topics, tracking of metrics and trends around key areas of optimization. 20% IT Process and Financial Management Organize, analyze and process IT sourcing and vendor management payment invoices relevant to OCIO. Provide assistance to staff for purchase/billing processing, including communicating with vendors and acting as liaison with IT, Finance and Procurement. Assist preparation of purchase requisitions. 20% IT Asset Management Provide support for software asset management inventory, systems, processes and communications. 10% Documentation Assist with documentation related to repeatable tasks and development of a resource for support staff.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications:

Proficient in Microsoft Office Suite

Knowledge of quality assurance and other process improvement principles and procedures.

Knowledge of finance, IT systems, working with information & data processes.

Knowledge of IT Project Management processes.

High organization, structure, communication, collaboration and proactive learning skills.

Preferred qualifications:

Experience using information/data management systems (e.g. database applications, MS Excel, Adobe, file management

Able to work independently under limited direction

## Position 370124: Desktop Support

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Internal Services

**Location:** Madison-GEF2

**Expected Hours Per Week:** 20

**Eligible for Remote Work:** Yes

**Pay Range:** \$20 - \$22

### **Job Description and Duties:**

Desktop Support Summer Intern Report to the assigned supervisor and lead worker but work independently under general review with objectives and priorities established by overall division and agency directives. The position is responsible for the customer service IT Desktop support issues related to information technology hardware and software and associated peripheral equipment. Perform work related to the accounts management, installation, maintenance and incident resolution of information technology platforms, including but not limited to software, operating systems, security, applications within the Division. When justified, this position provides Second Line technical support as a resource to Regional Information Management Specialists (RIMs) and other Service Support resources. 30% Desktop Support Assist staff with support of computer and associated incidents and issues and provide guidance to ensure staff can efficiently use the technology. Create and provide training materials and tools to help staff be better equipped to use the tools needed to complete their tasks. 20% Computer set-up and install Assist the lead staff in setting up and installing new computers. 20% Accounts Management Assist in all program specific accounts processes and procedures to ensure high-level consistent data and best practices. Manage program account requests from submission, documentation to closure in the management system (Cherwell). 20% Telecom Support Provide cellular, landline and radio support for staff. This includes technical support, device set-up, and service billing and account maintenance. 10% Documentation Document workflows and duties to assist in streamlining tasks

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications: \* Knowledge of personal technology devices \* Knowledge of Operating Systems and software \* Knowledge of Microsoft Office Suite, desktop operating systems, and communications fundamentals \* Technology evaluation process and procedures \* Teamwork fundamentals on an intra and inter-program basis Preferred qualifications: Effective Communication Effective Problem Solving Customer Focus & Service

## Position 370125: Records/Forms Management Specialist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Internal Services

**Location:** Madison-GEF2

**Expected Hours Per Week:** 20

**Eligible for Remote Work:** Yes

**Pay Range:** \$16 - \$18

### **Job Description and Duties:**

DEPARTMENT OF NATURAL RESOURCES Information and Records Assistant This position assists the DEPARTMENT OF NATURAL RESOURCES Information and Records Officer with all records and forms management activities within the divisions, bureaus and regions of the department. This position supports the Officer in managing vital agency forms and their related systems. It also supports forms applications and databases, automated forms systems and electronic and hard copy forms. This position supports tasks related to the department-wide forms management programs; providing ongoing forms consultation to all department form coordinators; providing general forms / user support to the Forms Developers. 50% Assist with Records Retention and Disposal Assist Technology Services and the Office of the Chief Information Officer with identifying and managing files following the standards set forward by the Records Disposal Authorizations (RDA's) Provide and assistance to programs on records retention issues. 30% Assist with Forms, Records & Database Management Assist Officer with duties related to consultation and analysis to programs regarding the application of the State's IT capabilities to satisfy requirements, automate and enhance the DEPARTMENT OF NATURAL RESOURCES's records management and forms programs, and administer related agency databases. 20% Documentation Assist in developing guidance documentation and materials related to records management.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications:

Skill with Microsoft Office and similar tools

Skill in forms control and electronic forms development and management (any type)

Knowledge of Records Destruction Authorization (RDA) procedures

Knowledge of IT technologies that can be applied to support agency records management policies

Effective communication

Preferred qualifications:

Skill in database administration and design

Skill in data administration and design

## Position 370126: Water Supply Specialist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** EM-Environmental Management

**Location:** Green Bay and Oshkosh or Wautoma

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Yes

**Pay Range:** \$15 - \$18

### **Job Description and Duties:**

This summer student intern position is designed for environmental science, environmental engineering, or public health students with an interest in safe drinking water. This position is responsible for conducting inspections of small public drinking water systems in northeast Wisconsin. Training and support will be provided to ensure your success in this role. The student intern will gain "real world" environmental regulatory experience and learn about drinking water supply and operations. One position will be stationed in Green Bay's DEPARTMENT OF NATURAL RESOURCES office and the other in Oshkosh or Wautoma, based on the candidate's preference. 75% Conduct annual site visits at small public drinking water systems, as assigned, in accordance with section NR 809.31(1)(d), Wis. Adm. Code. Visually inspect the well and appurtenances, treatment, storage, sample taps, and distribution system. Compare observations to rule requirements. Identify any sanitary defects, recommend corrective actions and appropriate deadlines. Explain findings to system owner/operator. Document findings on the annual site visit form. Distribute copies to the system owner/operator and DEPARTMENT OF NATURAL RESOURCES. Provide system owner/operator with a corrective action verification form when a corrective action is required. 15% Prepare for field work. Plan for annual site visits by mapping daily and weekly routes. As needed, contact system owners/operators to make appointments, determine operating hours, or obtain additional information. 10% Maintain an accurate inventory and update the Drinking Water System (DWS) database. Log all site visits and findings in the DWS database. Track completion of corrective actions. Work with the assigned DEPARTMENT OF NATURAL RESOURCES Representative to ensure any late or incomplete corrective actions are addressed. This may include providing reminders to system owners/operators, or recommending enforcement action. Other associated duties as assigned.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications: - Coursework in one or more of the following topics: environmental science, environmental engineering, public health sanitation, hydrogeology, environmental sampling, microbiology, chemistry, groundwater chemistry, and/or geology - Ability to read



maps - Ability to accurately enter data into databases and electronic spreadsheets - Strong communication skills Preferred qualifications: - Experience working as part of a team; as a student, volunteer or employee - Experience providing customer service; as a student, volunteer or employee - Experience with data analysis; as a student, volunteer, or employee - Strong organizational skills

## Position 370127: Hydrogeologist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** EM-Environmental Management

**Location:** Spooner

**Eligible for Remote Work:** Yes

**Expected Hours Per Week:** 40

**Pay Range:** \$16 - \$18

### **Job Description and Duties:**

Assist the Department of Natural Resources Waste and Materials Management program with tasks associated with hydrogeologic records management. Evaluate, interpret, and make decisions based upon monitoring data and monitoring requirements from active and/or closed landfills. Participate in and conduct closed landfill inspections. Provide other program support, as needed.

70% Assist with the organization, maintenance, and interpretation of hydrogeologic records within the Waste and Materials Management program. Locate and process paper and electronic records for long-term storage in the program's electronic file management system (i.e., Central File Repository). Learn and refine policies and standards for active and closed landfill file maintenance and categorization.

15% Evaluate and interpret groundwater monitoring data and monitoring requirements from active and/or closed landfills. Work with regional Hydrogeologists to review and interpret groundwater data; make recommendations to required groundwater monitoring parameters and monitoring frequencies; modify program data systems (i.e., Groundwater Environmental Monitoring System and Field Investigator Site Tracking); and update landfill monitoring information in data files.

10% Gain familiarity with the Waste and Materials Management program by participating in and independently conducting closed landfill inspections and other tasks, as assigned.

5% Provide support services, including data entry, to Waste and Materials Management program staff consisting of Hydrogeologists, Engineers, Environmental Program Associates, and Waste Management Specialists.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications: Enrolled in hydrogeology, earth science, physical sciences, chemistry, or accredited degree program. Strong communication and analytical skills. A willingness to work with and learn from others. Detail orientated, well-organized, and self-motivated. Able to work independently and function in a team environment. Willing to learn and adapt to Waste and

Materials Management program data systems. Experience using Windows and Microsoft Office suite (Word, Excel, and Outlook). Preferred qualifications: Interest in hydrogeology/geology, natural resources management, and environmental compliance. Proficient in the use of Windows and Microsoft Office suite (Word, Excel, and Outlook).

## Position 370128: Waste Management Specialist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** EM-Environmental Management

**Location:** Milwaukee

**Eligible for Remote Work:** Yes

**Expected Hours Per Week:** 40

**Pay Range:** \$16 - \$18

### **Job Description and Duties:**

Located in our new Milwaukee headquarters office, this position is a great opportunity for environmental science, engineering, geology, geography, real estate/urban planning, or public health students and recent graduates with an interest in redevelopment or environmental cleanup. This position conducts audits and inspections of properties with completed contamination cleanup projects. The properties are primarily located in southeast Wisconsin. Training and support will be provided to ensure your success in this role. The student intern will gain "real world" environmental regulatory experience and learn about risks posed by environmental contamination and how the presence and clean up of contamination affect property use and development. 65% Query the DEPARTMENT OF NATURAL RESOURCES's contamination site database to identify properties where cleanups were approved by DEPARTMENT OF NATURAL RESOURCES with conditions to be maintained. Review DEPARTMENT OF NATURAL RESOURCES files and other information sources to determine property conditions at the time of cleanup approval, establish current ownership and development features. Make recommendations for site visits. Work with DEPARTMENT OF NATURAL RESOURCES Remediation & Redevelopment staff to conduct site visits or drive by audits as needed to confirm current property conditions. Develop short reports documenting whether current property conditions comply with DEPARTMENT OF NATURAL RESOURCES requirements and make recommendations for next steps. 30% Work with DEPARTMENT OF NATURAL RESOURCES Remediation & Redevelopment staff to conduct and document our annual closed site audits, which could include site visits and field inspections of engineered barriers or vapor mitigation systems. Work with staff to require corrective measures and follow up on compliance status. 5% Conduct other duties as assigned.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications: - Coursework or training in one of the following topics: conservation or environmental science, engineering, public health science or policy, urban planning, geography, GIS, building inspection, radon mitigation, HVAC construction, soil science, environmental sampling, biology, chemistry, geology. - Understanding or experience with database use (you

will be trained on our database). - Good communication skills. - Microsoft Word knowledge/experience. Preferred qualifications: - Ability to read maps. - Experience working as part of a team, as a student, employee or volunteer. - Good organizational skills. - Excel, GIS, Powerpoint knowledge beneficial but not required.

## Positon 370129: Waste Communications Specialist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** EM-Environmental Management

**Location:** Milwaukee

**Eligible for Remote Work:** Yes

**Expected Hours Per Week:** 40

**Pay Range:** \$16 - \$18

### **Job Description and Duties:**

Located in our new Milwaukee headquarters office, this position is a great opportunity for communications, business administration, public administration, urban planning, public health, environmental science, engineering, geology, geography students and recent graduates with an interest in brownfields redevelopment, communications/outreach or environmental cleanup. This position creates "success stories" that can be posted on our website to describe contaminated brownfields properties that have been successfully cleaned up and redeveloped. Training and support will be provided to ensure your success in this role. The student intern will gain "real world" experience about how government works with external partners to clean up and redevelop brownfields and blighted areas in our communities statewide. You will work with experienced environmental, outreach and web design specialists and learn about the unique challenges and opportunities that occur during the cleanup and development of brownfields properties, while gaining experience creating outreach materials for internet display.

80% \* Review DEPARTMENT OF NATURAL RESOURCES files for information about the designated brownfields projects.

\* Collect additional information about the property history, cleanup and redevelopment efforts for the projects from DEPARTMENT OF NATURAL RESOURCES staff and external sources.

\* Work with DEPARTMENT OF NATURAL RESOURCES Remediation & Redevelopment staff to conduct site visits to obtain updated site and surrounding area photos.

\* Develop short success stories following outlines/formats suggested by DEPARTMENT OF NATURAL RESOURCES staff.

10% Work with DEPARTMENT OF NATURAL RESOURCES Remediation & Redevelopment outreach staff and web design specialists to design the final products for placement on our internet site.

5% Provide input to DEPARTMENT OF NATURAL RESOURCES staff on improving the success story formats. Provide feedback on your work and recommendations for our continued efforts on this outreach method.

5% Conduct/complete other duties as assigned.

**Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications: Coursework or training in one or more of the following topics (or similar): Communications, journalism, news reporting, technical writing, web design, graphic design, public relations, environmental sciences, real estate, urban planning, public policy, public health. Good oral and written communication skills. Microsoft Word knowledge

Preferred qualifications: Experience working as part of a team; as a student, volunteer or employee. Good organizational skills. PowerPoint, web design beneficial but not required.

## Position 370130: FINtern ("Fishing in the Neighborhood" Intern)

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Public Safety & Resource Protection

**Location:** Milwaukee and Madison

**Eligible for Remote Work:** No

**Expected Hours Per Week:** 40

**Pay Range:** \$14 - \$15

### **Job Description and Duties:**

Fishing in the Neighborhood Interns (FiN'terns) deliver fishing programs in the Milwaukee and Madison areas at local parks, neighborhood centers and other venues. There will be two FiN'terns in each community to work as a team, using the DEPARTMENT OF NATURAL RESOURCES's Fishmobile, a trailer stocked with fishing gear. As fishing ambassadors, they will become a regular and welcome presence in a variety of neighborhoods, but especially those that are home to Black, Indigenous and people of color. With guidance from the Angler R3 coordinator in Madison, FiN'terns will work with partners to establish a schedule for the Fishmobile at places where they can coach novice anglers. The ideal candidate has had coursework in natural resources, education, community outreach or social work and is eager to introduce people to their local fishing opportunities. Coupled with Fishing for Dinner, FiN'terns will introduce families, youth and adults to an inexpensive activity that connects them with nature, each other and a healthy, sustainable source of food. This internship is perfect for someone who is flexible, adaptable, and has a good sense of humor. There may be an opportunity to participate in limited fisheries field work.

70% \* Using the Fishmobile, schedule and conduct fishing programs with partners such as community centers, local parks and recreation departments, fishing clubs, nature centers, youth development agencies, social service organizations and community education providers.

\* Lead fishing and aquatic resources education outings based on the Wisconsin Department of Natural Resources Angler Education and Fishing for Dinner programs.

\* Collaborate with DEPARTMENT OF NATURAL RESOURCES and partners to deliver programming to diverse audiences in terms of age, family structure, abilities, race, ethnicity and cultures.

20% \* Monitor and maintain equipment for the DEPARTMENT OF NATURAL RESOURCES's Fishmobile.

\* Maintain participation records and submit them weekly to the DEPARTMENT OF NATURAL RESOURCES. Submit final reports to DEPARTMENT OF NATURAL RESOURCES at the conclusion of internship.

10% Other duties as assigned.



**Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements: \* Wisconsin driver's license. Good driving record with ability to back a trailer, training provided if needed. \* Excellent communication and organization skills and ability to work independently after initial direction. \* Comfortable around water, while maintaining a healthy respect for it. \* Comfortable handling live fish and bait, along with a willingness to kill fish and cook them. \* Able to tie a fishing knot and cast a reel, or quickly learn how to do so, and meticulously care for equipment. Preferred Qualifications: \* Experience teaching a skill to people from a wide range of backgrounds. \* Competent in use of Excel spreadsheets; Access database a bonus. \* Basic First Aid and CPR, upon appointment or within two weeks of appointment. \* Bilingual in Spanish or Hmong a plus. \* Possess or obtain fishing license upon appointment.

## Position 370131: Water Supply Specialist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** EM-Environmental Management

**Location:** Fitchburg or Dodgeville

Yes

**Expected Hours Per Week:** 40

**Eligible for Remote Work:**

**Pay Range:** \$15 - \$18

### **Job Description and Duties:**

This summer student intern position is designed for environmental science, environmental engineering, or public health students with an interest in safe drinking water. This position is responsible for conducting inspections of small public drinking water systems in southcentral Wisconsin. Training and support will be provided to ensure your success in this role. The student intern will gain "real world" environmental regulatory experience and learn about drinking water supply and operations. The intern will be stationed at Fitchburg or Dodgeville, based on the successful candidate's preference. 75% Conduct annual site visits at small public drinking water systems, as assigned, in accordance with section NR 809.31(1)(d), Wis. Adm. Code. Visually inspect the well and appurtenances, treatment, storage, sample taps, and distribution system. Compare observations to rule requirements. Identify any sanitary defects, recommend corrective actions and appropriate deadlines. Explain findings to system owner/operator. Document findings on the annual site visit form. Distribute copies to the system owner/operator and DEPARTMENT OF NATURAL RESOURCES. Provide system owner/operator with a corrective action verification form when a corrective action is required. 15% Prepare for field work. Plan for annual site visits by mapping daily and weekly routes. As needed, contact system owners/operators to make appointments, determine operating hours, or obtain additional information. 10% Maintain an accurate inventory and update the Drinking Water System (DWS) database. Log all site visits and findings in the DWS database. Track completion of corrective actions. Work with the assigned DEPARTMENT OF NATURAL RESOURCES Representative to ensure any late or incomplete corrective actions are addressed. This may include providing reminders to system owners/operators, or recommending enforcement action. Other associated duties as assigned.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications:

- Coursework in one or more of the following topics: environmental science, environmental engineering, public health sanitation, hydrogeology, environmental sampling, microbiology, chemistry, groundwater chemistry, and/or geology

- Ability to read maps

- Ability to accurately enter data into databases and electronic spreadsheets

- Strong communication skills

Preferred qualifications:

- Experience working as part of a team; as a student, volunteer or employee

- Experience providing customer service; as a student, volunteer or employee

- Experience with data analysis; as a student, volunteer, or employee

- Strong organizational skills

## Position 370132: Property Planning Intern

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Internal Services

**Location:** Madison-GEF2

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Yes

**Pay Range:** \$16 - \$18

### **Job Description and Duties:**

This internship will assist the DEPARTMENT OF NATURAL RESOURCES Property Planning Section in preparing the Statewide Comprehensive Outdoor Recreation Plan (SCORP) and master plans for department properties. A property plan, also called a "master plan," establishes the level and types of public uses and the authorized resource management and facility development that may take place on a DEPARTMENT OF NATURAL RESOURCES property. The department prepares a SCORP every five years to evaluate outdoor recreation supply, demand, trends and issues. The Planning Intern will assist planning staff in a variety of tasks related to the SCORP process including working with planning staff to gather and synthesize geospatial and survey data from partners and existing datasets, creating maps to aid the SCORP process, and researching and creating briefs on issues related to outdoor recreation. This position will also aid in adding data to planning documents, assisting planners in developing property-specific objectives and prescriptions and reviewing for compliance with applicable administrative code and department policy, document design and formatting, and assisting in developing and conducting public input processes. 70% Assist planning staff with gathering, synthesizing and analyzing geospatial and other planning data related to the SCORP process. 15% Assist planning staff with preparing and reviewing SCORP and property planning documents. 15% Planning and conducting public input processes, site visits for data collection, and other duties as assigned.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications:

1. Familiarity with GIS data formats and tables, and basic cartographic principles. Ability to search broad databases for specific purposes, digitize geospatial features from aerial imagery, and basic geospatial analysis.
2. Basic Excel data analysis and formatting large documents in Microsoft Word. Excellent written communication and/or graphic design skills.
3. Experience or education related to communicating scientific or complicated information to a broad audience.

Preferred qualifications:

1. Knowledge of the principals of natural resources and/or outdoor recreation planning.
2. Experience or education related to applying principals of natural resources and/or outdoor recreation planning to policy interpretation.
3. Experience or education related to researching complex issues and/or developing methods of geospatial analysis to address research questions.

## Position 370133: Wastewater Specialist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** EM-Environmental Management

**Location:** Green Bay

**Eligible for Remote Work:** Yes

**Expected Hours Per Week:** 40

**Pay Range:** \$16 - \$18

### **Job Description and Duties:**

The Wastewater Specialist Intern will assist with monitoring compliance and enforcement of entities that discharge wastewater (industrial, municipal, septage) to waters of the state to ensure protection of public health, welfare, and the environment. Primary responsibilities will include implementation of individual and general WPDES permit requirements, septage program requirements, land application and land treatment requirements. Tasks will include: permit application review and processing, data review and response, drafting letters (approval, denial, request for information, Notice of Noncompliance), facility inspections, field inspections, complaint response, and database maintenance (data review, uploading files). Occasional assistance with time sensitive special projects could be assigned as well. In addition, the Wastewater Engineer Intern will participate with other interns in the Environmental Management Division exploring the variety and depth of careers represented within the Division. This "career discovery" experience will entail field trips, panel discussions, shadowing and mentoring, and an independent project. 60% Assist with field work (inspections, complaint response, sample collection) and drafting of related documentation. Assist compliance staff with permit compliance and enforcement for municipal/industrial permits and septage licenses. This includes permit and administrative code review, wastewater database review and maintenance, file review and summary, drafting response letters and Notices of Noncompliance, creation of data tables, graphs, and other analytical tasks related to permit compliance. 20% Participate in various "career discovery" opportunities coordinated by the EM Division, as part of an overall diversity fellowship program. 20% Develop and pursue an independent project to address a priority need within the Wastewater program.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications: Educational background/interest in wastewater, water quality, watershed management, natural resources management, or a related field. Experience with MS Office and database management. Ability to perform field work in different types of conditions (wastewater treatment facilities, industrial facilities, agricultural fields, streams and rivers. Preferred qualifications: Excellent organizational and communication skills. Experience with regulatory requirements. Experience working with varied external stakeholders.

## Position 370134: Environmental Program Associate

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** EM-Environmental Management

**Location:** Madison-GEF2

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Yes

**Pay Range:** \$15 - \$17.5

### **Job Description and Duties:**

Assist the Department of Natural Resources Waste and Materials Management program with tasks associated with data management. Provide other program support, as needed. 70% Work with the Hazardous waste sub-program to verify active/inactive facility data. Work with the Business Support and IT sub-program to map and document existing program databases. Work with Solid Waste sub-program to compile and index various information sources. 15% Process paper and electronic records for long term-storage in the program's electronic file management system (i.e., Central File Repository). 10% Provide technical support services, including data entry, to Waste and Materials Management program staff consisting of Environmental Program Associates, Hydrogeologists, Engineers and Waste Management Specialists. 5% Gain familiarity with the Waste and Materials Management program by participating in inspections and other tasks, as assigned.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications: Interest in data, databases and analyses. Interest in technical support and office management tasks. Strong communication and organization skills. A willingness to work with and learn from others. Detail orientated and self-motivated. Able to work independently and function in a team environment. Willing to learn and adapt to Waste and Materials Management program data systems. Experience using Windows, database software (such as Excel or Access) and other Microsoft Office suite programs (Word, and Outlook). Preferred qualifications: Experience organizing large sets of data and merging large data sets together. Interest in office management tasks, natural resources management, and environmental compliance.

## Position 370135: Fisheries Biologist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Fish, Wildlife and Parks

**Location:** Madison-GEF2

**Expected Hours Per Week:** 20

**Eligible for Remote Work:** Yes

**Pay Range:** \$15 - \$17

### **Job Description and Duties:**

Under the general supervision of Fisheries Management Section Chief Lori Tate along with project leads Alex Latzka and Chris Tyrrell, this position provides support in the analysis of published fishery reports, development of reporting policy, and construction of new, statewide datasets related to fishing regulations. Intern will gain familiarity with fisheries monitoring, science, and management, and will apply or learn skills in Excel and R for data management, and GIS tools for management of geospatial data.

50% Inventory and Analyze published fishery reports; assist Fisheries Systems Biologist (Alex Latzka) with an inventory of all reports published by WDEPARTMENT OF NATURAL RESOURCES Fisheries Management, summarize and analyze fisheries survey data, make recommendations for reporting policy to increase clarity, consistency, and efficiency of reports.

30% Assist Fisheries Database Coordinator (Chris Tyrrell) with entry of historical fishing regulations into a new geospatial regulations database, consult historical documents to ensure data accuracy.

20% Miscellaneous duties and tasks as assigned and as desired by the Intern for skill-building; assist with field surveys, attend team & project meetings, learn R for data analysis.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements:

Good reading and analytical skills

Good verbal and written communication skills

Ability to use Microsoft Office (Word, Excel)

Willingness to learn/use new statistical tools

Preferred Qualifications:

Good attention to detail

Good organizational skills

Previous experience with R statistical software



## Position 370136: Fisheries Communications Assistant

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Fish, Wildlife and Parks

**Location:** Madison-GEF2

**Expected Hours Per Week:** 20

**Eligible for Remote Work:** Yes

**Pay Range:** \$15 - \$17

### **Job Description and Duties:**

Under the general supervision of Fisheries Management Section Chief Lori Tate along with the River and Stream Systems Biologist and Lands and Habitat Specialist, this position provides support for administrative, data, and outreach duties related to Wisconsin Trout management. 50% Coldwater Habitat Administrative Duties; assist section staff with ongoing efforts to digitize data on habitat projects and trout stream classifications, work with section staff and Fisheries Communications Specialist on the Trout Habitat Expenditure Report 40% Brook Trout Reserves Public Involvement; assist section staff and the Fisheries Communications Specialist with planning and executing public meetings (virtual or in person) related to the Brook Trout Reserves Implementation Plan, organize public involvement planning and outreach efforts, assist with drafting of press releases, website mock-ups, meeting arrangements, and meeting minutes 10% Miscellaneous duties and tasks as assigned and as desired by the Intern for skill-building; assist with field surveys, attend team & project meetings, learn new software skills

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements:

Good reading and analytical skills

Good verbal and written communication skills

Ability to use Microsoft Office (Word, Excel, PowerPoint)

Comfort with interacting with the public

Preferred Qualifications:

Good attention to detail

Good organizational skills

Previous experience with GIS/ESRI software

# Position 370137: Program & Policy Analyst

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** ES-External Services

**Location:** Madison - Building GEF2

Yes

**Expected Hours Per Week:** 20

**Eligible for Remote Work:**

**Pay Range:** \$15 - \$17.5

## **Job Description and Duties:**

The DEPARTMENT OF NATURAL RESOURCES mission calls for the agency to ensure the right of all people to use and enjoy Wisconsin's natural resources. Yet, socioeconomic factors, climate change, pollution, and other environmental and public health hazards disproportionately harm communities of color, low-income communities, indigenous communities, and other marginalized Wisconsinites. These impacts also present barriers to these and many other groups using and enjoying the state's natural resources. The Environmental and Climate Justice Analyst will inform agency strategies and policy options by identifying promising approaches for assessing the effectiveness of environmental and climate justice programs and related equity efforts. 35% Conduct literature reviews: Conduct database and Internet searches of professional literature to identify effective approaches to assessing state and local environmental and climate justice initiatives. This work could include identifying effective approaches to assessing racial equity work in the conservation and environmental fields. 35% Conduct structured interviews: Identify potential contacts in government, academia, the nonprofit sector, and the field of professional evaluators; formulate questioning strategy and interview script; and conduct virtual interviews to explore approaches employed. 15% Report on findings: Organize information into report formats that clearly present findings in a manner understandable to staff, managers and stakeholders who may not have an environmental justice background; develop coherent presentation outlines/graphics, and present to staff, management and partners. 10% Develop study design: Identify/scope policy analysis questions. Consult with staff and external partners. Determine appropriate study design, using most effective approaches/methodologies. 5% Other duties as assigned.

## **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications: Basic knowledge of policy analysis techniques, including conduct of literature reviews and interviews. Solid organizational skills. Solid communication skills. Positive attitude. Preferred qualifications: Ability to prioritize tasks, set milestones, sequence activities,

establish realistic time frames, and deliver products/services in a timely manner, with limited supervision.

# Position 370138: Park Maintenance

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Fish, Wildlife and Parks

**Location:** Kansasville (Richard Bong State Recreational Area)

**Eligible for Remote Work:** No

**Expected Hours Per Week:** 40

**Pay Range:** \$12 - \$12

## **Job Description and Duties:**

Clean restrooms, campfire rings and picnic grills, mow grass, pick up litter, and remove trees and brush. Perform general maintenance duties: develop and maintain trail surfaces, install signs, haul garbage, paint grills and picnic tables. Operate and maintain vehicles and light equipment. Perform minor plumbing and carpentry. 45% Mow grass. Pick up litter. Clean beach areas, restrooms, campfire rings and picnic grills. Remove trees and brush. 25% Perform general maintenance duties. Develop and maintain trail surfaces. Install signs. Haul garbage, paint grills and picnic tables. 15% Perform minor plumbing and electrical duties. 15% Operate and maintain vehicles and light equipment.

## **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements: Knowledge, skills and experience with general maintenance operations - Building and/or groundskeeping repair or maintenance experience - Ability to work independently, be self-motivated and punctual - Ability to work a modified schedule; nights, weekends, holidays, etc.