Heron Lake Watershed District

POSITION TITLE: Summer Intern
SALARY: $10.00 per hour
REPORTS TO: HLWD Administrator and HLWD Technician

INTRODUCTION: This position is that of Summer Intern for the Heron Lake Watershed District (HLWD) and the North Heron Lake Game Producers Association (NHLGPA) in the counties of Nobles, Jackson, Murray, and Cottonwood. It provides assistance in all aspects of water quality improvement efforts outlined in grant work plans in a manner consistent with the intent of the HLWD Overall Plan. The individual holding this position is an employee of HLWD.

EVALUATION: Performance is evaluated by
HLWD Administrator

MAJOR DUTIES:
1. Monitor water quality at select stream and lake sites and complete data entry.
2. Contact landowners and conduct best management practices site inspections.
3. Perform annual artificial nest inspection and survey.
4. Complete daily journal of activities.
5. Complete bi-monthly activity report. Provide newsletter articles as needed.
6. Develop detailed report of projects and activities completed, with photographs. Computer and writing skills are necessary.
7. Conduct infiltration tests on cover crop fields.
8. Assist with goose banding in cooperation with Department of Natural Resources staff.
9. Water level readings – Duck Lake, South Heron Lake, and East and West Graham Lakes.
10. Organize all digital photos by project type.
11. Assist HLWD staff with streambank stabilization project installation and maintenance.
12. Assist Okabena-Ocheda Watershed District (OOWD) staff with water quality and monitoring projects within the OOWD.
13. Assist Natural Resources Conservation Service staff with project design, project installation, and site checks.
15. Present summary of summer activities at August board meeting.
17. Answer telephone calls and relay messages as needed.
18. Work with the public in a polite and courteous manner.
19. Responsibly operate watershed vehicle and other equipment.
20. Other duties as assigned.