

**DEPARTMENT:** REFUSE DISTRICT  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JANUARY 29, 2018

**REFUSE DISTRICT INTERN**

**DISTINGUISHING FEATURES OF THE CLASS:** This is seasonal work that involves responsibility for assisting in a variety of field and office support activities for the Refuse District. The work is performed under direct supervision of a higher-level technical or professional employee. The work is designed to provide internship opportunities to area college students while providing the department with seasonal employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Compiles and organizes existing site historical maps, operating records, permit information, design reports, well construction records, and quarterly groundwater monitoring sampling data;
2. Inputs operating logs and monthly operations, maintenance, and management statistics into current workbooks;
3. Assists with routine low-risk environmental assessments, inspections, and investigations;
4. Assists with content management and updates for the District website;
5. Assists with organizing data and management of household hazardous waste events;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Skills in utilizing required computer software and equipment at an acceptable rate of speed and accuracy; ability to conduct low-risk field work and investigations; ability to read maps and drawings; ability to solve arithmetic problems; ability to organize and maintain accurate records and files; ability to maintain accurate records and files; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with others; initiative and resourcefulness; physical condition commensurate with the demands of the job.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma.

**SPECIAL REQUIREMENT:**

1. Candidates must submit documentation verifying that they are currently enrolled in college in environmental science, engineering, or a related field.
2. Possession of a valid New York State driver's license.