



**San Bernardino Valley
Water Conservation District**

Helping Nature Store Our Water

Environmental Biology and GIS Internship

Definition

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

Supervision Exercised

None.

Important and Essential Duties

Assist the District's Land Resources Manager and Assistant Biologist in fieldwork including habitat assessments and special status plant and animal species surveys and inventories in support of the Upper Santa Ana River Wash Habitat Conservation Plan (Wash HCP). Be available to assist in spring fieldwork, which typically begins in March and extends to early June. Fieldwork requires a certain level of comfort working outdoors and often involves hiking long distances on- or off-trail over uneven terrain and variable climatic conditions.

Assist the District's Land Resources Manager, Assistant Biologist, and District contracted consultants in biological fieldwork and data collection on District-owned and/or managed properties in support of District special projects and operation and maintenance activities tied to groundwater recharge. Duties may include supporting nesting bird surveys, construction monitoring, biological resources and habitat assessments and mapping, special status plant and animal species surveys and inventories, jurisdictional delineations, and outreach activities.

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

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

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

Assist with the preparation of technical reports by preparing maps, information, and other requested materials.

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

Support grant and permitting efforts by preparing maps, information, databases, and other requested materials; researching funding assistance; preparing applications; and assisting with reporting obligations.

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

Perform related duties and responsibilities as assigned.

Desirable Qualifications

The ideal candidate(s) will clearly demonstrate their:

Interest in a career in environmental biology, natural resource management, water conservation, GIS, and/or related field.

Willingness to learn new skills and experience through the internship.

Knowledge of or Interested in Learning:

The ideal candidate will demonstrate their personal strengths, knowledge of, experience with and/or interest in learning the following skills/abilities:

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

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

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

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

Technical report writing/editing.

Skills in / Ability to:

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

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

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

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

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

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

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

Experience and Education Guidelines:

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

License:

Possession of or ability to obtain an appropriate, valid California Class C Driver License and maintain a driving record acceptable to the District's automobile insurance provider. The intern may be asked to drive their personal vehicle or agency vehicle to project sites.

Special Requirements:

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

Fieldwork requires a certain level of comfort working outdoors and often involves hiking long distances on- or off-trail over uneven terrain and variable climatic conditions, with possible exposure to physical and biological hazards including extreme heat, sun exposure, and wildlife.

Use of a personal cell phone may be needed for communication and field data collection.

The intern position will include both office and fieldwork; work from home may be required in response to mandates related to coronavirus safety.