City of Newark NPDES Stormwater Internship

The NPDES Stormwater program at the City of Newark, DE, is seeking a summer intern with a water quality and/or water resources interest for the summer of 2016. This internship will run from May 30th - August 12th, and resumes should be submitted to Kelley Dinsmore at kdinsmore@newark.de.us by April 1, 2016.

General Tasks
- Create a vehicle washing plan, litter control plan, street sweeping plan, and/or other Standard Operating Procedures.
- Create online stormwater quality training power point presentation for municipal employees.
- Perform field inspections of stormwater infrastructure to help ground-truth GIS information.
- Assist in Maintenance Yard annual stormwater training.
- Assist with the Industrial Stormwater permit program (inspections, sampling).
- Assist with the following NPDES program elements as needed:
  - Public Education/Outreach
  - Public Participation/Involvement
  - Illicit Discharge Detection and Elimination
  - Good Housekeeping for Municipal Operations
- Electronically archive NPDES program files.
- Stormwater fact sheet creation and/or modification.
- Work cooperatively with other Public Works & Water Resources interns on specific tasks.
- Other Public Works & Water Resources tasks as they develop.

Required Knowledge, Skills and Abilities
- Knowledge of Microsoft Office software (Word, Excel, PowerPoint, Outlook).
- Knowledge of geographical information systems (GIS) to produce maps and manipulate data preferred; ability to learn GIS essential.
- Ability to work independently on projects.
- Ability to plan, schedule and/or coordinate with department staff.
- Must possess a valid driver’s license.

Physical and Environmental Conditions
- The work requires occasional moderately strenuous effort such as the lifting and handling of light to moderately heavy materials and equipment; walking or climbing around roadside and other areas; sitting or standing in a fixed position for extended periods of time.
- The work environment involves moderate risk with occasional exposure to potentially dangerous conditions such as those typically found on construction sites. These conditions require a range of safety precautions and will likely result in exposure to extreme temperatures and inclement weather conditions.

Contact Kelley Dinsmore at kdinsmore@newark.de.us or 302-366-7000 ext. 2106 with any questions.