

**Town of Exeter, New Hampshire
Position Description**

Position Title:	Conservation Land Steward Intern	Department:	Planning
Reports To:	Exeter Conservation Commission	Salary:	\$12.00/hr.
FLSA Status:	Non-Exempt	Closing Date:	May 17, 2019

POSITION DURATION: The duration of employment is not to exceed 105 hours total with a minimum of 15 hours per week. The day(s) of week are negotiable by selected candidates. This is a temporary/seasonal position within the Town's classification plan. The positions are anticipated to start early to mid-June and last 7 weeks.

GENERAL SUMMARY:

The Exeter Conservation Commission is seeking two qualified interns to assist with stewardship of conservation lands. Time will be spent inspecting and monitoring the Town's conservation lands and may include additional tasks such as trail maintenance, water quality monitoring, and other activities as assigned. Interns will work as a team reporting to the Town's Natural Resource Planner and must be able to provide their own transportation to and from project sites in Exeter.

ESSENTIAL JOB FUNCTIONS*:

Conservation land monitoring and inspection involves walking property boundaries, locating and marking boundary markers, inspection of lands for compliance with deed restrictions, meeting with property easement owners, and filing summary reports and photo logs.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:

The preferred candidates will possess the following skills:

- Significant work toward a Bachelor's degree in natural resources or related studies
- Strong written and organizational skills.
- Ability to navigate through wooded areas using maps, survey plans, and/or a compass.
- Familiarity with Global Positioning System (GPS) unit or mobile phone tracking app.
- Ability to work independently and make decisions in the course of carrying out duties and assigned responsibilities.
- Ability and willingness to present a neat appearance and project a favorable image to the public.
- Familiarity with standard software programs for word processing and data entry.
- Ability to safely operate common hand tools for carpentry work such as trail bridge or sign repair.

WORKING CONDITIONS/PHYSICAL DEMANDS:

This position will spend extended periods performing outside work, subject to all weather conditions and irritants such as biting insects including ticks and mosquitoes, and plants such as poison ivy.

Physical demands include: standing for extended periods, carrying tools and equipment, and walking through wet, rocky, and/or densely vegetated terrain.

Interns will be required to have a valid driver's licenses and have access to a personal vehicle.

APPLICATION INSTRUCTIONS: Applicants should submit a cover letter, resume and 3 references to: Kristen Murphy, Town of Exeter, Planning Department, 10 Front Street, Exeter NH 03833 or electronically to kmurphy@exeternh.gov

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**