

## **Watershed Planning Intern**

**Starting Pay:** \$17.24 per hour

**Hours:** Full time during the summer and part time (12 to 14 hrs. per wk.) during the school year. Hours of work during the school year are flexible and can be arranged around the student's course work requirements.

**Payroll Title:** Student Intern III

**Department/Division:** Utilities Department / Engineering Division

**Employment Status:** Student Intern

**Closing Date:** Open until filled

### **Position Summary**

This position will provide support to Watershed Planning section tasks which include individual basin plan and storm drainage comprehensive plan development, computer hydrologic modeling of natural drainage areas, Hydrologic flow frequency analysis, surface water quality evaluation, and work related to database maintenance and report generation. The position may require fieldwork to collect water quality data, biological samples and stream flow data.

### **Primary Responsibilities**

- Assist with the development of the Storm Drainage Comprehensive Plan update. This plan evaluates the drainage system policies, the impacts policies have upon the stormwater management programs and operational policies to identify current and future needs. To accomplish this statistical summaries, reports and graphs of hydrologic and water quality data are developed for presentation of the information in the plan.
- Conduct hydrologic engineering analyses of natural drainage as directed by senior engineers to provide design parameters for capital improvement projects. These analyses might include baseflow separation techniques; converting stage hydrographs into discharge hydrographs using discharge rating curves; conducting hydrologic flow frequency analyses; developing new HSPF, HECRAS or SWMM computer models under the direction of an senior engineer/hydrologist; and review, maintain and update the existing hydrologic modeling input files used to perform engineering analysis of the City's storm drainage systems.
- Field work and verification of information might include documentation of hydrologic, geomorphic and habitat conditions using established protocols; collection of biological samples from streams; collection of sediment samples following established protocols; measuring stream flow to develop/verify discharge rating curves and other field verification assignments as requested by senior engineers and/or scientists.
- Conduct statistic tests for the purpose of verifying developed hypothesis that might include data variability, coefficient of variance, coefficient of skewness and fitting a probability distribution.
- Other duties as assigned related to hydrologic and water quality data evaluation typically involving spreadsheets and databases.

### **Qualifications**

- Must be registered as a student in a technical discipline degree program related to utility services, including civil and environmental engineering, environmental studies, biology and computer science.
- Two years of college level course work is preferred.
- Environmental engineering students are preferred.
- Ability to collect and analyze data and formulate solutions to problems.
- Ability to perform independently when clear direction is provided.
- Ability to work effectively as part of a team.

- Good oral communication and interpersonal skills.
- Spreadsheet and database computer skills and aptitude.
- Skill in documenting procedures, summarizing findings, and writing reports and correspondence.
- Computer keyboard skill

### **Physical Demands**

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry up to 10 pounds.
- The noise level in the work environment is usually moderately quiet.

### **Definition of a Student Intern**

- Must be enrolled in a bona fide education program. Full time employees taking evening classes, those enrolled in one course, or those going to school periodically are not considered student interns.
- During the school year must be scheduled to work 20 hours or fewer per week.
- During special situations (i.e. specific internship programs through school) or during school breaks, can be scheduled to work more than 20 hours, up to full time, if appropriate.
- Must be terminated as a student intern when no longer associated with an education program.
- At-will for the duration of the student intern status.

### **How To Apply**

To apply, you must send (by mail or e-mail) your resume, a copy of your most recent college transcript, and a cover letter explaining your interest in the position to:

City of Bellevue  
Utilities Dept. / Engineering Div.  
Attn: Rick Watson, P.E.  
P.O. Box 90012  
Bellevue, WA 98009

e-mail: [RWatson@BellevueWA.gov](mailto:RWatson@BellevueWA.gov)

For more information, please contact Rick Watson by phone (425-452-4896) or by email ([RWatson@BellevueWA.gov](mailto:RWatson@BellevueWA.gov))