



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: IDEM		BU: 495
Division: Finance Division / Information Technology		Section/District:
Job Title: Intern - Applications Systems Analyst/Programmer		Job Code:
Working Title (if different from above):		
Reports To: IS Director		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

Employee works in an agency information services division under general direction performing application systems analysis and programming duties and typically reports to the Application Systems Analyst and Programming Supervisor, Application Systems Analyst and Programming Manager, or higher level staff.

Information Services Internships will be responsible for working with the development and support teams on development, business analysis, and database projects that support the mission of the agency. Duties may include requirements analysis, documentation, and development of web applications and web services. Intern will work with and under the supervision of experienced staff

Essential Duties/Responsibilities:

- Work with development team to design, code and debug new application software programs and/or makes enhancements to existing application software programs
- Executes and monitors that tasks conform to shop techniques, standards, policies and procedures by following established guidelines through a complete Software Development Life Cycle
- Monitors application software systems to ensure proper execution and performance.
- May use development, project management, and design tools and/or application development software tools such as MS Project, MS Visio, and Visual Studio.
- Assist in the documentation for new and/or modified applications, including operational procedures and manuals.
- Performs related duties as assigned.

Job Requirements:

- Understanding of information system design and new system design techniques.
- Understanding of techniques, policies, standards and techniques used for application development.
- Understanding of relational databases and how information is stored and retrieved
- Experience with SQL and database scripting preferred
- Understanding of object oriented programming
- Experience with .NET and JavaScript, and web application development preferred
- Experience with SharePoint preferred
- Experience with business and needs analysis and technical requirements gathering
- Experience using MS Visio for process mapping and MS Project for WBS is preferred
- Self-starting individual with strong interpersonal, communication and leadership skills that can work independently or within a team.
- Ability to perform problem solving and analytical analysis.
- Understanding of Systems Development Life Cycle.
- Ability to read and understand complicated technical manuals.
- Effective communication skills, both oral and written.

Supervisory Responsibilities/Direct Reports:

This position has no supervisory responsibilities or direct reports.

Difficulty of Work:

Intern Employee works with higher level team members and management to plan, design and development information systems that address the goals and objectives set forth and involve providing critical technology submissions and/or alternatives that affect the project or unit organization's effectiveness. Assignments are carried out conforming to agency policies, standards, procedures and techniques.

Responsibility:

Employee works as an entry level technical specialist, responsible for assisting in the development of information systems for a variety of agency and program areas. Employee's work is reviewed for attainment of objectives and compliance with policy and practice.

Personal Work Relationships:

Employee works cooperatively with supervisor, manager, and other technical staff, agency personnel and other external business entities necessary for delivering successful information systems.

Physical Effort:

This position is primarily sedentary but must have the ability to lift up to 10 pounds occasionally and 20 pounds infrequently.

Working Conditions:

The incumbent works in an office environment.

Job Description

Indiana Department of Environmental Management

00495

Office of Air Quality

Compliance and Enforcement Section

Summer Intern

Classification

Air Compliance and Enforcement Manager

Section Chief – SEMS3 – 6LS3

Exempt

Purpose of Position/Summary:

This position exists within the Compliance and Enforcement Branch, Office of Air Quality of the Indiana Department of Environmental Management. **Name** reports to the Compliance and Enforcement Section Chief.

The purpose of the position is to effectively use all compliance and enforcement tools and resources available to improve air quality in our state by ensuring that all air pollution sources are in compliance with all state and federal air pollution control laws, rules and permits while incorporating innovative voluntary compliance and pollution prevention approaches with the regulated community.

Name works as an environmental intern on compliance and enforcement related projects supporting the branch. **Name** will be researching and preparing various reports for supervisor, generating and maintain data, conducting inspections, typing documents/maintaining files, preparing and filing of various documents, responding to agency requests for reports and information pertaining to various compliance and enforcement activities. **Name** coordinates with inspectors, compliance and enforcement managers, administrative staff, and other professional staff in the branch and office.

Essential Duties/Responsibilities:

- Review Title V Annual Compliance Certifications (ACC) and determine compliance with Clean Air Act Federally Enforceable State Operating Permits and Title V Permits. This will require research and file review of permits, enforcement documents, and compliance activities to insure the accuracy of the ACCs as well as interaction with OAQ compliance/enforcement managers and subject companies. Prepare violation letters and enforcement referrals for non-compliance identified in the ACC's.
- Conduct inspections of automobiles for tampering of emission controls. Inspections may include used car lots, muffler shops, and fleets.
- Develop a spreadsheet of the power plants listing current units, fuel type, Mercury and Air Toxics Standards extensions, etc.
- Assist in the development of a ready mix concrete compliance and enforcement initiative.
- Review and determine National Emission Standards for Hazardous Air Pollutants (NESHAP) applicability of sources to assure information is current in the state and federal databases (ACES and AFS). The duties will include reviewing rule and permits, talking with compliance and enforcement managers, and following up with permitted sources.
- Conduct Stage I vapor recovery inspections of gasoline tankers and gasoline stations to determine compliance with the air pollution control VOC rules.
- Audit and review Multimedia Enforcement Tracking (METS) data to assure enforcement information is complete and accurate.
- Prepare technical reports of research and investigations, documenting findings and making recommendations for action.

- Communicate and consult with regulated entities, consultants, attorneys, associations, individuals, and community organizations to assist and resolve compliance and enforcement issues.
- Conduct special projects and other duties as assigned

Job Requirements:

- Use knowledge of environmental health sciences, public and environmental health, environmental protection principles and practices.
- Gather necessary compliance and enforcement information and complete a final report on activities.
- Excellent written and oral communication skills preferred.
- Ability to use databases, spreadsheets, and word processing.
- Effective planning and organizational skills.
- Ability to work independently.

Supervisory Responsibilities/Direct Reports:

None

Difficulty of Work:

- Work independently researching compliance and enforcement files and databases,
- Determine the validity of data and determine output and trends in compliance and enforcement data.
- Work with inspectors conducting inspections at used car lots, muffler shops, fleets, and gasoline stations to determine the the complaince status of inspected sources. The compliance status of air pollution control equipment is assessed during inspections.
- Use problem solving, planning, targeting, cause analysis, and decision making methods to complete assignments.
- Use the following publications:
 - Federal Register
 - Code of Federal Regulations
 - Indiana Code
 - Indiana Administrative Code
 - Indiana Department of Environmental Management policies, procedures, and guidance.
- Develop knowledge of industrial and manufacturing processes and air pollution control equipment.
- Review technical reports including quarterly emission reports, annual compliance certifications, permits, and enforcement actions. Evaluate the compliance status of companies using a variety of existing technical data and procedures, laws, rules, and regulations.
- Work is generally reviewed upon completion for attainment of objectives and compliance with air pollution control consistent with state and federal laws and regulations, branch and agency policies, guidance, and SOPs.

Responsibility:

- **Name** considers numerous complex variables to establish and achieve program goals for the section.
- **Name** in this position is required to observe, analyze and evaluate public and environmental health conditions, then makes decisions utilizing broad and extensive knowledge to determine compliance and suggest recommendations for action.

Personal Work Relationships:

- **Name** works with Compliance and Enforcement Branch staff, other IDEM staff, and managers to research compliance and enforcement files and databases, determine the validity of data, and determine output and trends in compliance and enforcement data
- **Name works with** source representatives, citizens, federal, state and local governmental representatives, IDEM staff and managers, and other state offices to maintain and assure compliance with all federal and state air pollution control laws and regulations.
- **Name** displays a positive approach and teamwork to accomplish agency goals.

Physical Effort:

- The physical effort of office work will be minimal, but will require extended periods of computer use, periodic phone work, and meetings.
- The physical effort for field work will involve walking, standing, and looking under vehicles and under the hoods of vehicles.
- Inspections generally last about an hour, but can last several hours.
- **Name** must maintain good physical condition.

Working Conditions:

- The working conditions will be primarily office work. However, there will be an opportunity to join inspectors and conduct individual field inspections of used car lots, muffler shops, fleets, and gasoline stations in addition to an occasional manufacturing or industrial source of air pollution.
- The field work will include conducting inspections, providing compliance assistance and identifying pollution prevention opportunities at used car lots, muffler shops, fleets, gasoline stations, industrial, manufacturing, agricultural, and possibly residential sources.
- Field conditions may include all types of weather including heat, rain, and wind.
- Field conditions may include complex and hazardous sites and possible exposure to hazardous substances and health hazards.
- **Name** will be required to wear appropriate personal protective equipment during most inspections due to possible exposure to dangerous environmental conditions. The equipment will include hard hats, eye protection, and hearing protection.
- The office work includes reviewing reports and data, attending meetings, computer work, and writing and drafting of documents.
- The office work includes working with technical staff, consultants, and attorneys.

2014 Governor's Public Service Summer Internship Program

(3 intern positions available)

Agency: Indiana Department of Environmental Management

Division: Office of Air Quality

Agency Intern Coordinator: Andrew Stoneking, IDEM HR

Location of Internship: 100 N. Senate Ave, Indianapolis, IN

JOB DUTIES:

The purpose of this internship position is to gain an understanding of the permit development process and the related air regulations. As part of this internship, the Employee will review applications for air permit approvals which may include MSOP, FESOP and Part 70 permits; and modifications, revisions and amendments to these permits.

The Employee will draft these approvals, which will include drafting conditions that are practically enforceable and assure compliance with state and federal air pollution laws and regulations. The Employee will also be tasked with researching state and federal guidance related to permitting and state and federal air pollution laws and regulations. The Employee will work with moderate direct supervision and be expected to follow general instructions concerning purpose and desired results, through consultation with the supervisor as needed.

2014 Governor's Public Service Summer Internship Program

Agency: Indiana Department of Environmental Management

Division: Office of Compliance Support

Agency Intern Coordinator: Andrew Stoneking, IDEM HR

Location of Internship: 100 N. Senate Ave, Indianapolis, IN

PURPOSE OF POSITION

The purpose of this intern position is to assist in the administration of the Clean Vessel Act (CVA) grant program. The CVA program is a federal grant program from the U.S. Fish and Wildlife Service, which provides funding to public and private marinas for the installation of sewage pumpout systems. This program was developed to improve the quality of inland and coastal waters throughout the nation. The intern will assist with development and design ideas for an Indiana marina guidebook and database. The position will involve working with area stakeholders, such as municipalities and marinas in locating boating facilities throughout the state. The intern will be asked to attend site visits and may have additional duties involving research and creation of marketing plans.

ESSENTIAL JOB DUTIES

- Researches and compiles plans for development of a database and guidebook of Indiana marinas and boating facilities.
- Works with program managers to collect data and manage reporting.
- Quality assures information and data via email and telephone.
- Assists grant coordinator with site visits and planning for outreach.
- Assists in project management and tracking of boating facilities across Indiana.

JOB REQUIREMENTS

- Experience with Microsoft Office programs (Word, Excel, Access) and basic internet research.
- Ability to demonstrate critical thinking skills
- Ability to work without close supervision and be self-motivated
- Ability to interpret and understand rules, regulations and guidelines.
- Ability to coordinate work in order to maintain schedules and time lines. Minimal travel may be required, but overnight travel should not be necessary.

2014 Governor's Public Service Summer Internship Program

Agency: Indiana Department of Environmental Management

Division: Office of Compliance Support

Agency Intern Coordinator: Andrew Stoneking, IDEM HR

Location of Internship: 100 N. Senate Ave, Indianapolis, IN

JOB DUTIES:

PURPOSE OF POSITION

The purpose of this intern position is to assist in the administration of the CLEAN Community Challenge, Environmental Stewardship Program (ESP) and Partners for Pollution Prevention. The intern will assist with marketing and promotional activities, writing program updates, attending site visits and will include public speaking and performing presentations. The position will involve working with communities and local businesses, attending meetings and organizing logistics for special events. Additional duties may involve researching and creating marketing plans.

ESSENTIAL JOB DUTIES

- Assists in managing the daily operations of the CLEAN Community Challenge, Environmental Stewardship Program and the Partners for Pollution Prevention.
- Researches and compiles marketing plans for each of the programs.
- Works with program managers to collect annual data and manage reporting.
- Quality assures information and data submitted by participants via email and telephone.
- Prepares reports for internal and external use to communicate program results.
- Assists program managers with planning for outreach and special events.
- Assists in project management and tracing of pollution prevention reductions by program members.

Desired experience/training of applicant prior to being placed in this position:

An environmental background is not required but the intern will have the opportunity to learn about many environmental issues and opportunities among various IDEM offices and should have the ability to reasonably learn this terminology. Experience with Microsoft Word, Excel, internet searches and basic internet use is required. He/she must be able to compose correspondence on varied topics including letters, e-mails, forms, surveys, etc. He/she should have excellent verbal and written communication skills. He/she will be expected to be dependable, capable of making decisions, have the ability to work without close supervision, and be self motivated. He/she should have the ability to coordinate work in order to maintain schedules and time lines. Minimal travel may be required, but overnight travel should not be necessary.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: IDEM		BU: 00495
Division: Office of Land Quality		Section/District: ELTF Technical
Job Title: Summer Intern		Job Code:
Working Title (if different from above): Excess Liability Trust Fund Intern		
Reports To: Chief, Excess Liability Trust Fund Technical Section		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

The purpose of this position is to provide the framework for a data base to be utilized by the Excess Liability Trust Fund (ELTF) Technical and Claims Sections by researching ELTF claim documents to:

- To establish average costs for performing different tasks associated with site characterization, corrective action planning and implementation, monitoring and sampling events, and eventual closure of Leaking Underground Storage Tank (LUST) sites eligible for monetary reimbursement.
- To track time and materials across different sites and claims to check on validity of these items being submitted for ELTF reimbursement. For example: track employee time sheets across different site in the same reporting period; maintenance being completed at sites. The incumbent is expected to work independently researching the ELTF claims documents stored in IDEM's Virtual File Cabinet.
- Update ELTF Technical Section training materials and presentations.
- Update Success Stories documentation.

Essential Duties/Responsibilities:

Incumbent provides administrative and technical support to section chief and staff.

- Assists the ELTF Claims section with updating training materials.
- Researches claims in IDEM's Virtual Filing Cabinet as directed for claims under appeal or claims that have resubmitted costs that need clarifications.
- Assists with responding to requests for information.
- Ensures accuracy of research.
- Performs other duties as assigned.

Job Requirements:

Incumbent should have:

- Working knowledge of personal computers and software such as Microsoft Office including Word, Excel, Power Point, and Outlook
- Ability to utilize the internet for research purposes and agency databases for documenting results
- Good written and verbal communication skills
- Ability to review and evaluate reports and data
- Possess a valid Driver's License

Preferred incumbent should have:

- General knowledge of environmental science, regulation, and policy
- General knowledge of physical sciences such as engineering, chemistry, biology, geology

Supervisory Responsibilities/Direct Reports:

Not applicable

Difficulty of Work:

The incumbent must be able to research electronic data in VFC, UCLERS, and the internet and have good working knowledge of the Microsoft Office suite. They must be able to work independently and be thorough in their research and documentation of their findings.

Responsibility:

The incumbent uses training and judgment to make decisions (with assistance of technical and claims staff) in determining appropriate data to use. Findings will allow IDEM OLC to better argue cases of fiscal abuse as they arise in the ELTF Program. Failure to perform at the expected level does not have direct or negative impact upon human health and the environment.

Personal Work Relationships:

Incumbent works with section staff in the Excess Liability Trust Fund (ELTF) Technical and Claims Sections and other staff such as UST Project Managers at IDEM.

Physical Effort:

All of the incumbent's work will be in an office setting and require normal physical exertion.

Working Conditions:

All work occurs in a normal office setting.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: IDEM		BU: 00495
Division: OLQ	Section/District: Engineering & GIS Services	
Job Title: Summer Intern		Job Code:
Working Title (if different from above): GIS Summer Intern		
Reports To: Section Chief, Engineering &GIS Services Section		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

This position provides Geographic Information Systems (GIS) support for the Institutional Control Registry. Intern duties will include verifying deed descriptions of Environmental Restrictive Covenants (ERCs) and creating spatial representation (polygons) of these areas. Specific training in deed description verification and coordinate geometry GIS tools will be provided. The working conditions will be primarily office work including reviewing reports, GIS applications, attending meetings, and other computer work.

Essential Duties/Responsibilities:

- Provides GIS and technology services such as map requests or GIS analyses to the office. Assists in the application of GIS and other technologies to improve the quality, effectiveness or efficiency of the office functions.
- Manages GIS data development and maintenance for the office. Maintains metadata for GIS projects.
- Completes other projects as assigned.

Job Requirements:

- Working knowledge of personal computers and software such as Microsoft Office including Word, Excel, Access, and Outlook.
- Experience using ArcGIS software or other common GIS software.
- Good written and verbal communication skills.
- Ability to coordinate work on multiple projects simultaneously and cooperatively with other staff.

Preferred incumbent will have:

- General knowledge of environmental science, regulation, and policy.
- General knowledge of physical sciences.
- Career interest and/or college coursework in GIS or a similar field.

Supervisory Responsibilities/Direct Reports:

NA

Difficulty of Work:

The incumbent must be able to utilize GIS software, review deed descriptions and other site documentation, and research parcel data on the internet. They must be able to work independently and exercise good judgement in implementing policies and procedures. Good problem solving and communication skills are necessary.

Responsibility:

The incumbent uses training and judgment to make decisions with assistance of technical instruction. Failure to perform at the expected level does not have direct or negative impact to human health and the environment. Analysis, decisions and recommendations are reviewed upon completion for compliance with agency policy and attainment of objectives.

Personal Work Relationships:

Incumbent works with a wide variety of individuals including other Agency staff, local government agencies, the general public, and private industry and their consultants.

Physical Effort:

The majority of the incumbent's work requires normal physical exertion.

Working Conditions:

Majority of incumbent's duties are performed indoors in a modern office environment.



JOB DESCRIPTION

State Form 52468 (12-05)

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Employee Name:		
Agency: IDEM		BU: 00495
Division: Office of Land Quality		Section/District: LUST
Job Title: Summer Intern		Job Code:
Working Title (if different from above): Leaking Underground Storage Tanks Intern		
Reports To: Chief, Leaking Underground Storage Tank Section		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

The purpose for this position is to research and compile internal and external records regarding several hundred Underground Storage Tank (UST) sites that have a confirmed release that are currently inactive because the owner unknown is, unwilling or unable to perform corrective action.

Essential Duties/Responsibilities:

The essential duties and responsibilities of the incumbent is to perform the following:

- Identify the past and present UST owner(s), UST operator(s) and property owners.
- Research IDEM records found in IDEM files and databases
- Research other records such as County Recorders, Secretary of State (SOS) database, and other resources as they are available
- Identify which UST sites warrant a windshield survey to visually assess site conditions
- Interview current owners and/or leasees of the property
- Determine if USTs are still in use on the property and if not, when they were taken out of use.
- Compile results with recommendations for next steps
- Performs other duties as assigned

Job Requirements:

The incumbent should have the following knowledge, skills and abilities:

- Valid Drivers License
- Working knowledge of personal computers and software such as Microsoft Office including Word, Excel, Power Point, and Outlook
- Ability to utilize the internet for research purposes and agency databases for documenting results
- Ability to review and evaluate reports and data
- Good written and verbal communication skills

Supervisory Responsibilities/Direct Reports:

Not applicable

Difficulty of Work:

The incumbent must be able to research electronic data in the IDEM Virtual File Cabinet (VFC), UCLERS database, and the internet and have good working knowledge of the Microsoft Office suite. They must be able to work independently and be thorough in their research and documentation of their findings.

Responsibility:

The incumbent uses training and judgment to make decisions with assistance of program staff in:

- Determining appropriate data to use
- Conducting appropriate interpretation
- Making recommendations
- Summarizing and presenting results in a meaningful format

The findings will allow IDEM to prioritize limited resources with the goal of ensuring cleanup and closure of confirmed UST releases.

Personal Work Relationships:

Incumbent works with the Leaking UST Section Chief and assigned Project Manager(s).

Physical Effort:

All of the incumbent's work will be in an office setting and require normal physical exertion.

Working Conditions:

Most work occurs in a normal office setting. Some field activities to perform windshield surveys and interviews may be necessary.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: IDEM		BU:
Division: OLQ	Section/District: Federal Programs	
Job Title: Summer Intern		Job Code: N/A
Working Title (if different from above): Remediation Program Research Intern		
Reports To: State Cleanup Section Chief		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : 2014

Purpose of Position/Summary:

This position involves researching historic dry cleaner operations in Indiana.

Essential Duties/Responsibilities:

This position will work with agency staff and managers to conduct research involving historic dry cleaners in Indiana. This project will involve coordination with IDEM's Geographic Information System (GIS) staff to create location data for the historic dry cleaners.

Job Requirements:

Applicant should be proficient in the use of Microsoft Office software. Strong oral and written communication skills required. Knowledge of environment health sciences, environmental protection principles and practices, and the ability to collect GPS points at sites is preferred. A valid Drivers License is required.

Supervisory Responsibilities/Direct Reports:

NA

Difficulty of Work:

The incumbent uses a broad span of existing data, and laws, regulations, guidelines and procedures to solve problems and manage environmental projects in an appropriate and effective manner. Incumbent is required to use judgment, formulate ideas, make decisions and recommendations covering different situations depending upon guidelines which may be general and vague.

Responsibility:

The intern receives instructions on work assignments. Supervision is moderate. Incumbent is responsible for following instructions, and assignments are to be completed independently. Work is generally reviewed upon completion by the supervisor for soundness of judgement and conclusions, technical accuracy and conformance with practice and policy. Problems arising during the course of work which may possibly impact agency policy or present budgetary implementations are discussed with supervisor.

Personal Work Relationships:

Incumbent works with a wide variety of individuals including local and state agencies, the general public, agency staff and management. Contacts are made for the purpose of gaining/exchanging information and solving problems related to project or technical issues.

Physical Effort:

Some duties may include lifting up to 25 pounds for work conducted in the field.

Working Conditions:

The working conditions will be primarily office work including reviewing reports and data, attending meetings, computer work, and writing and drafting of documents. Occasional field visits (up to 15% of time) to sites and source of historic records (libraries, county offices, etc.) are anticipated.



JOB DESCRIPTION

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This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: IDEM		BU:
Division: OLQ	Section/District: Federal Programs	
Job Title: Summer Intern		Job Code: N/A
Working Title (if different from above): Remediation Program Research Intern		
Reports To: Remediation Services Branch Chief		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : 2014

Purpose of Position/Summary:

This position involves researching Remediation Program issues.

Essential Duties/Responsibilities:

This position will work with agency staff and managers to conduct research involving Remediation Program issues and policies.

Job Requirements:

Applicant should be proficient in the use of Microsoft Office software. Strong oral and written communication skills required. Knowledge of environment health sciences, environmental protection principles and practices, and the ability to collect GPS points at sites is preferred. A valid Drivers License is required.

Supervisory Responsibilities/Direct Reports:

NA

Difficulty of Work:

The incumbent uses a broad span of existing data, and laws, regulations, guidelines and procedures to solve problems and manage environmental projects in an appropriate and effective manner. Incumbent is required to use judgment, formulate ideas, make decisions and recommendations covering different situations depending upon guidelines which may be general and vague.

Responsibility:

The intern receives instructions on work assignments. Supervision is moderate. Incumbent is responsible for following instructions, and assignments are to be completed independently. Work is generally reviewed upon completion by the supervisor for soundness of judgement and conclusions, technical accuracy and conformance with practice and policy. Problems arising during the course of work which may possibly impact agency policy or present budgetary implementations are discussed with supervisor.

Personal Work Relationships:

Incumbent works with a wide variety of individuals including local and state agencies, the general public, agency staff and management. Contacts are made for the purpose of gaining/exchanging information and solving problems related to project or technical issues.

Physical Effort:

Some duties may include lifting up to 25 pounds for work conducted in the field.

Working Conditions:

The working conditions will be primarily office work including reviewing reports and data, attending meetings, computer work, and writing and drafting of documents. Occasional field visits (up to 15% of time) to sites and source of historic records (libraries, county offices, etc.) are anticipated.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: IDEM		BU: 00495
Division: Office of Land Quality		Section/District: Underground Storage Tanks Section
Job Title: Summer Interns		Job Code:
Working Title (if different from above): Underground Storage Tank Intern		
Reports To: Underground Storage Tanks Section Chief		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

The purpose of this position is to provide technical and administrative support to the section staff and section chief of the Underground Storage Tank Section. In addition, the incumbents will perform research and quality assurance, quality control involving database and SharePoint related applications.

The incumbent will be trained and expected to work independently processing data to aid meeting grant compliance commitments in the closure of abandoned tanks. The incumbent will be responsible for coordination of data researched and updated in the ULCERS database. The incumbent more specifically will be responsible for aiding in the research of abandoned site ownership and preparation of enforcement correspondence as well as Notice of Violation (NOV) referrals of more than 300 abandoned UST sites.

Essential Duties/Responsibilities:

Incumbent provides administrative and technical support to section chief and staff.

- Assists UST section with modifications to ensure compliance with state and federal requirements.
- Assists the in the research old incorrect data and processing to correct data.
- Researches, analyzes, and reports on abandoned facilities.
- Researches, analyzes and reports on permanently out of service facilities.
- Makes modifications in the ULCERS database to reflect existing status of facilities
- Compiles accurate data from facilities to support research as required.
- Ensures accuracy of research and makes notifications to support findings.
- Provides other technical information administrative and technical support to program staff in preparation of NOV referrals and other enforcement documentation.
- Communicates in a courteous and professional manner with affected stakeholders and interested parties such as citizens, public officials, potentially responsible parties and interest groups.
- Manages researched information in an organized manner.
- Maintains and updates databases in a timely, accurate and organized manner.
- Coordinates with internal section staff and section chief chief in an articulate manner.

Job Requirements:

Incumbent must have:

- Valid Driver's License
- Knowledge and skill typically acquired through environmental courses or related areas.
- Some knowledge of physical sciences (chemistry, biology, geology, physics).
- Good written and verbal communication skills

- Ability to communicate with diverse internal and external customers as needed
- Ability to coordinate work on multiple tasks simultaneously and cooperatively with staff
- Ability to review and evaluate reports and data.

Supervisory Responsibilities/Direct Reports:

Not applicable

Difficulty of Work:

Position requires proficiency in environmental science, and environmental policy.

Incumbent uses research data to resolve database inconsistencies. Must be able to work independently and exercise good judgement in implementing policies and procedures. Work often involves problem-solving and diplomacy.

Responsibility:

The incumbent uses training and judgment to make decisions with assistance of technical instruction. Failure to perform at the expected level does not have direct or negative impact human health and the environment.

Personal Work Relationships:

Incumbent works with section staff in the Underground Storage Tank Section and other staff such as UST Project Managers at IDEM. The incumbent also works with the general public, and other state and federal agencies responding to questions, and providing information, as well as coordinating investigations with potentially responsible parties.

Physical Effort:

The majority of the incumbent's work will be in an office setting and require normal physical exertion.

Working Conditions:

Most work occurs in a normal office setting.



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This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: IDEM		BU: 00495
Division: Office of Land Quality		Section/District: Underground Storage Tanks Section
Job Title: Summer Interns		Job Code:
Working Title (if different from above): Underground Storage Tank Intern		
Reports To: Underground Storage Tanks Section Chief		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

The purpose of this position is to provide technical and administrative support to the section staff and section chief of the Underground Storage Tank (UST) Section. In addition, the incumbent will perform research and quality assurance, quality control involving database and SharePoint related applications.

The incumbent will be trained and expected to work independently processing data to aid meeting grant commitments and the billing process. The incumbent will be responsible for coordination of data researched and updated in ULCERS database. The incumbent more specifically will be responsible for coordinating researched data depicting compliance and actions taken for non-compliance of facilities with an "open" status and also a "permanently out-of-service" status on more than 3,300 sites.

Essential Duties/Responsibilities:

Incumbent provides administrative and technical support to section chief and staff.

- Assists UST section with modifications to ensure compliance with state and federal requirements.
- Assists the in the research old incorrect data and processing to correct data.
- Researches, analyzes, and reports on open status facilities.
- Researches, analyzes and reports on permanently out of service facilities.
- Makes modifications in the ULCERS database to reflect existing status of facilities
- Compiles accurate data from facilities to support research as required.
- Ensures accuracy of research and makes notifications to support findings.
- Provides other technical information administrative and technical support to program staff on an as need basis.
- Communicates in a courteous and professional manner with affected stakeholders and interested parties such as citizens, public officials, potentially responsible parties and interest groups.
- Manages researched information in an organized manner.
- Maintains and updates databases in a timely, accurate and organized manner.
- Coordinates with internal section staff and section chief chief in an articulate manner.

Job Requirements:

Incumbent must have:

- Valid Driver's License
- Knowledge and skill typically acquired through environmental courses or related areas.
- Some knowledge of physical sciences (chemistry, biology, geology, physics).
- Good written and verbal communication skills

- Ability to communicate with diverse internal and external customers as needed
- Ability to coordinate work on multiple tasks simultaneously and cooperatively with staff
- Ability to review and evaluate reports and data.

Supervisory Responsibilities/Direct Reports:

Not applicable

Difficulty of Work:

Position requires proficiency in environmental science, and environmental policy.

Incumbent uses research data to resolve database inconsistencies. Must be able to work independently and exercise good judgement in implementing policies and procedures. Work often involves problem-solving and diplomacy.

Responsibility:

The incumbent uses training and judgment to make decisions with assistance of technical instruction. Failure to perform at the expected level does not have direct or negative impact human health and the environment.

Personal Work Relationships:

Incumbent works with section staff in the Underground Storage Tank Section and other staff such as Leaking Underground Storage Tank Project Managers at IDEM. The incumbent also works with the general public, and other state and federal agencies responding to questions, and providing information, as well as coordinating investigations with potentially responsible parties.

Physical Effort:

The majority of the incumbent's work will be in an office setting and require normal physical exertion.

Working Conditions:

Most work occurs in a normal office setting.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: Indiana Department of Environmental Management		BU: 0495
Division: Office of Water Quality/ Drinking Water Branch	Section/District: Ground Water	
Job Title: Summer Intern		Job Code:
Working Title (if different from above):		
Reports To: James Sullivan		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

Incumbent works as a member of the Ground Water Section supporting the implementation of the Ground Water Monitoring Network and supporting the efforts of the Source Water Protection Program. Incumbent will work independently in the field collecting ground water samples from private and public drinking water wells. Incumbent will have opportunities to be trained in the use of various field logging equipment and their use in ground water sampling. The intern will learn proper ground water sampling techniques for chemical and stable isotope analysis.

Essential Duties/Responsibilities:

The incumbent should expect to be involved in a mixture of office and field work activities supporting the sampling and analysis of ground water supporting the Statewide Ground Water Monitoring Network and source water protection efforts. Experiences gained during the internship will be directly applicable to a future career in the environmental industry. Intern tasks will include ground water analytical data management, locational mapping, and field sampling ground water wells supporting the Indiana Ground Water Monitoring Network. Depending on the intern's background, incumbent could become involved with working with Microsoft Office (Excel and Access) and ESRI's GIS products, ArcView 3.2 and/or ArcGIS 10.0. Incumbent will be tasked with taking ground water samples on their own and will be responsible for all accompanying tasks and paperwork.

Job Requirements:

The job could require overnight travel (2-3 nights per week) from June through as long as possible in August or September to accommodate fieldwork necessities. The applicant should be able to cover travel expenses (approximately \$1500 or have a credit card) at the onset of the summer field activities until the first reimbursement is processed which could take 3-4 weeks. The applicant should be able to read maps and efficiently find remote sampling locations. The incumbent should have a valid driver's license, since they will be driving to sample locations. The incumbent should have an interest and experience in ground water and geology highly desirable. Experience with Microsoft Office (Access and Excel), ESRI ArcGIS experience is desirable, but not required. Knowledge of environmental health sciences, public and environmental health. Ability to communicate, verbally and in writing, with individuals and in group situations.

Supervisory Responsibilities/Direct Reports:

Incumbent works independently following general instructions concerning purpose and desired results given prior to start of work. Work is generally reviewed upon completion by the supervisory and higher level managers for soundness of judgment and conclusions, technical accuracy, and conformance with practice and policy.

Difficulty of Work:

Incumbent carries out assignments using complex methods, procedures, and practices particularly in the ground-water field. This process requires careful judgment and interpretation in arriving at reliable information and results of studies done. Judgment is exercised in situations that go beyond accepted rules, methodology guidelines, and techniques concerning a variety of complex situations and problems, often new in nature.

Responsibility:

Incumbent receives detailed and general instructions. Supervision is moderate. Incumbent is responsible for following instructions, work is reviewed in process or upon completion. Work is reviewed upon completion by higher-level managers for soundness of judgment and conclusions technical accuracy, and conformance with practice and policy. Establishes work priority.

Personal Work Relationships:

Incumbent works with associates and a variety of private individuals and groups representing industry, community, public facilities, agencies, federal, state, or local government units and owners of private businesses and the general public to implement the programs and policies of the agency. Incumbent must frequently speak with private individuals regarding drinking water quality issues and ground water sampling procedures.

Physical Effort:

The position requires the physical effort necessary to perform typical office setting related activities. The position also requires the ability to occasionally lift and carry short distances up to 30 pound objects such as ice coolers and related ground water sampling equipment in the field. The incumbent performs the work in office and outdoors in the field season for collection of environmental data for water quality assessments. During the field season, usually June through August, the work may involve physical exertion for moving and carrying heavy equipment and sampling gear to and from the office into the field to collect the environmental samples under a wide range of weather conditions.

Working Conditions:

The work performed by the incumbent occurs in the field and in the office. The field work will involve collecting water samples as well as stream flow and habitat measurements from flowing waterbodies by wading, boating, accessing from shore or bridge. During the sampling season, at times, the incumbent may have to work in inclement and severe weather conditions as well. Also while sampling, incumbent occasionally may be exposed to fumes, acids, some unknown toxics in water, and stinging insects. Based on job requirements, protective gear such as gloves will be needed to be worn during certain field sampling activities.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: Intern		
Agency: Indiana Department of Environmental Management		BU: 00495
Division: Office of Water Quality (OWQ)	Section/District: Watershed Assessment and Planning Branch	
Job Title: Governor's Summer Intern		Job Code:
Working Title (if different from above):		
Reports To: Watershed Assessment and Planning Branch, OWQ		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

This position serves in the Watershed Assessment and Planning Branch (WAPB) in the IDEM Office of Water Quality (OWQ). The intern will be employed as a field and laboratory team member and will also perform data entry/GIS work under the supervision of Watershed Assessment and Planning Branch staff.

Essential Duties/Responsibilities:

Duties will include: equipment preparations and routine maintenance; the collection of fish for fish community assessment and fish tissue using electrofishing techniques on lakes and streams; the collection of aquatic macroinvertebrates using d-nets on streams; the collection of periphyton samples; the collection of water chemistry; the collection of cyanobacteria and E. coli samples; habitat assessments; quality assurance/quality control (QA/QC) checks on data; laboratory processing and preservation of aquatic macroinvertebrate and fish community samples collected. Sample collections are performed by wading into rivers and streams or from a boat. Personal safety equipment and training will be provided when necessary for field and laboratory work. While not in the field or laboratory, the intern will perform data entry/GIS work.

Job Requirements:

Prior experience in field sampling and data entry/GIS is desired, and the intern must have a valid driver's license. The job requires overnight travel (2-3 nights per week) from June through as long as possible in August or September to accommodate fieldwork necessities. The intern should be able to cover travel expenses (approximately \$1500 or have a credit card) at the onset of the summer field activities until the first reimbursement is processed which could take 3-4 weeks. The intern should be able to read maps and efficiently find remote sampling locations. Organizational skills, database experience, and general familiarity with computer systems and GIS is desired. At least one course in basic chemistry with laboratory training to understand the basics of safe handling and transportation of concentrated acids, strong bases, and other hazardous materials is preferred.

Supervisory Responsibilities/Direct Reports:

The position does not have any supervisory responsibilities.

Difficulty of Work:

The intern works with a wide variety of relatively standardized tasks in a technical/professional specialty area. Individual situations may be complex, and the intern must choose the applicable techniques and procedures.

Responsibility:

Supervisor provides general instructions when assigning new projects or tasks and technical instructions for specific activities. Routine work is generally checked by supervisor upon completion.

Personal Work Relationships:

The intern works with agency staff, persons from other governmental agencies, and the general public to complete assigned tasks in specialty/administrative programs. The intern reports either to the Watershed Assessment and Planning Branch Section Chiefs, Intern Coordinator or Field Crew Leader.

Physical Effort:

The intern performs the work in office, laboratory and outdoors in the field season for collection of environmental data for water quality assessments. During the field season, usually June through September, the work may involve physical exertion for moving and carrying heavy equipment and sampling gear to and from the office into the field to collect the environmental samples under a wide range of weather conditions.

Working Conditions:

The work performed by the intern occurs in the field, laboratory and in the office. The field work will involve collecting biological and water samples as well as stream flow and habitat measurements from flowing waterbodies by wading, boating, accessing from shore or bridge. During the sampling season, at times, the intern may have to work in inclement and severe weather conditions as well. Also while sampling, the intern occasionally may be exposed to fumes, acids, some unknown pathogens or toxics in water as well as poisonous plants, stinging insects, and wild or domestic animals. Based on job requirements, protective gear such as personal flotation devices, chest waders, gloves, and hearing protection will be supplied and required to be worn during certain field sampling activities while eye goggles, face protection shields, aprons, and powder free chemical resistant gloves are worn when working with chemicals.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: IDEM		BU: 00495
Division: Office of Water Quality	Section/District: Wetlands and Storm Water	
Job Title: Wetlands and Storm Water Intern		Job Code: N/A
Working Title (if different from above): NA		
Reports To: Section Chief Wetlands and Storm Water		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

This position exists within the Wetlands and Storm Water Section of the Surface Water, Operations, and Enforcement Branch of the Office of Water Quality of the Indiana Department of Environmental Management (IDEM). This individual in this position will work with Storm Water and Wetlands staff that are responsible for administering storm water and wetland regulatory programs.

Essential Duties/Responsibilities:

Interns selected to work with the Wetlands and Storm Water Section will gain knowledge of the regulatory process and scientific and technical principles for both program areas.

Duties assigned to this position will include working with the staff of the Wetlands and Storm Water Section. Specific duties will include, but not limited to:

- Assist with revision and development of program resource materials, including brochures, manuals and guidance documents.
- Update the program website. The update will include checking existing functions, identification of additional resource information, and creating an interactive approach to learning about the importance of wetlands and storm water management.
- Perform field work with experienced staff related to assessment of wetland resources and storm water management.
- Assist program staff (wetlands and storm water) with processing and reviewing applications for construction projects, industrial facilities, 401 Water Quality Certifications, and Isolated Wetlands.
- Assist program staff with data management, including entering projects and facility information and compliance milestones into the program GIS site and databases. Process applications and setup permits within the program database.
- Perform research and assemble documentation that identifies water quality measures that will promote water quality through the use of storm water quality measures that will protect wetlands and promote the use of artificial wetland measures in water quality protection.

Job Requirements:

The intern for this position should possess an understanding of biological, wetland, soil science, and/or natural resources.

Supervisory Responsibilities/Direct Reports:

This position does not require supervision of other staff.

Difficulty of Work:

Incumbent must work cooperatively with internal customers, the public, organizations, and various levels of government to perform the duties associated with this position. The incumbent must act decisively and in a professional manner under circumstances that may be confrontational and/or controversial. Duties must be performed in an accurate, ethical, and courteous manner. Incumbent must use knowledge, creativity, ingenuity, and work with multiple disciplines in developing solutions to complex resource issues.

Responsibility:

The duties assigned to this position require the employee to operate with minimal supervision. A basic knowledge of natural resource related issues will aid the employee to assist in the administration of the wetlands and storm water programs and communicate with permittees and the public.

Personal Work Relationships:

The position is expected to work in a team environment and coordinate with external agencies and Offices/Sections within the Department of Environmental Management.

Physical Effort:

This position is mainly associated with permit administration in the central office. However, periodic fieldwork, with program staff, may be assigned that requires walking and carrying equipment to remote locations.

Working Conditions:

The Majority of the position's duties are performed in the office, however on occasions duties may include visiting active projects, construction sites and/or industrial facilities. Access to sites may require walking or the use of watercraft to observe the status of a site. This work is often performed in extreme weather conditions and traversing all types of terrain, including steep slopes, heavily vegetated landscapes, creeks, and areas with standing water.