

Earthwork and Stream Program Intern/Co-Op

Hamilton County Conservation District has one position available starting in September 2026. This position has a flexible schedule with a total of 500 hours (29 hrs/week for 12 -14 weeks). Position will start no later than September 7, 2026 (flexible start and end date).

Description

The primary responsibility of this position will be to assist the Earthwork Program in organizing and uploading digitized records, site inspections and plan reviews. This position will also assist the Stream Program with data collection and organization and Story Map development.

The employee occupying this position is responsible to the Board of Supervisors and shall be subject to the direction of the Board. The Urban Conservationist will be the direct supervisor.

Responsibilities: (% may vary as program needs change)

40% Earthwork Program documents organize and upload. Major duties include:

- Assist in developing inventory of digitized records according to type and jurisdiction, address and permit numbers and coordinate with Hamilton County Planning and Development Stormwater for consistency of records organization.
- Upload digitized records according to developed procedures.

20% Earthwork Program Plan Reviews and Inspections. Major duties include:

- Learn the Stormwater Pollution Prevention Plan (SWPPP) review checklist and site inspection protocols to assist earthwork staff in plan reviews and inspections as needed.

10% Data Collection and Organization. Major duties include:

- Build Survey 123 data collection app and participate in site visits to test and collect data.
- Create an inventory list and validate historic stream data.
- Inventory and organize partner data (US EPA, OEPA, UC, Ohio State University)
- Upload historical data to the Consortium of Universities for the Advancement of Hydrologic Science, Inc. (CUASHI).
- Hobo Level sensor maintenance and service. Build "How to Guide" training video as aid to future interns

25% Learn and Build Cooper Creek Story Map. Major duties include:

- Build on existing story map and incorporate partner stories, papers, publications and data.
- Create a Story Map template

5% Maintain records of activities and contacts. Major duties include:

- Develop reports for the Board of Supervisors and direct supervisor (as needed)
- Other duties as required by the Board of Supervisors

Recommended Qualifications

- Working toward a degree in Environmental Science, Engineering, Biology, Geography, or related field.
- A direct working knowledge of conservation issues as they apply to soil & water
- Ability to communicate in a professional, accurate and enthusiastic manner
- Work well independently or within a team: respect and support initiative of others; communicate in a timely and candid manner with team members
- Ability to work outdoors, navigate rough terrain and streams
- Be available on some weekends and evenings
- Basic computer skills in GIS, Microsoft Office, with specific experience in Excel
- Ability to lift at least 25 lbs.
- Have a valid driver's license and automobile insurance
- Ability to pass a background check and drug screening

Administration:

The salary range for this position is \$17.00 per hour. This is a temporary position with no health benefits. Employees will earn sick time and participate in the OPERS retirement system. Hourly recordkeeping shall be reported to the Urban Conservationist on a bi-weekly basis.

Work Schedule:

The work schedule for this position includes a 29-hour workweek. This position is for a maximum of 500 hours and start no later than September 7, 2026, and end no later than December 16, 2026.

Hourly salary - \$17.00

Deadline for application - Selection of candidates will begin on June 15, 2026. Resumes will continue to be accepted until the position is filled.

To apply: Please send a resume, cover letter and 3 references to:

Chey Alberto, Urban Conservationist

marcelo.alberto@hamiltoncountyohio.gov | 513.946.8024

Transcripts, writing samples and class schedule (if applicable) should be provided upon request.

For more information about the Hamilton County Conservation, please go to

<https://www.hcswcd.org/>

Hamilton County Conservation District is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.