

**LANCASTER COUNTY SOLID WASTE MANAGEMENT AUTHORITY
JOB DESCRIPTION**

Position Title: <u>Intern</u>	Department: <u>Environmental Management</u>
Effective Date: <u>February 2019</u>	Supervisor Title: <u>Sr. Environmental Management Specialist</u>
FLSA Status: <u>Non-Exempt (hourly)</u>	Working Status: <u>Part Time</u>

Job Summary

Along with the Environmental Compliance Manager, assist with LCSWMA's ISO 14001 Environmental Management System, environmental reporting and documentation, as well as LCSWMA's Sustainability Plan and alternative energy and other special projects.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Training or Certification

- Student pursuing a business and/or environmental studies/science degree.
- Excellent math, reading and writing comprehension.
- Strong public speaking and verbal communication skills.
- Strong personal computer skills and working knowledge of Microsoft applications, including Word and Excel.
- Strong research skills.

Essential Functions

- Able to:
 - Learn, and maintain working knowledge of LCSWMA required computer software programs.
 - Fluently speak, read, and write in English.
 - Hear and communicate accurately and courteously via telephone and in person.
 - Effectively communicate in both oral and written form with LCSWMA managers, board and staff.
 - Work cooperatively and diplomatically with visitors, co-workers, and vendors of varying socioeconomic backgrounds.
 - Understand the Authority's mission, purpose, integrated waste management system, and the Technical Services Department's role within it.
 - Understand permitting requirements for various facilities, projects, etc.
 - Interact with Authority consultants for varying project needs.
 - Work effectively with various Authority personnel.
 - Effectively utilize Authority required computer software for purposes of environmental data collection, evaluation and reporting.
 - Accurately gather, summarize and report information and data.
 - Prioritize and perform multiple tasks.
 - Work in a variety of indoor and outdoor settings.

Equipment Used

- Office equipment
- Telephone/ fax machine
- Personal computer

Accountabilities

- Assist with environmental training, documentation and reporting efforts as part of LCSWMA's ISO 14001 Environmental Management System.
- Assist with the development of Environmental and Emergency Planning Documents
- Assist with environmental reporting to the Pennsylvania Department of Environmental Protection and the United States Environmental Protection Agency as mandated by existing facility permits and regulatory requirements.
- Assist with energy tracking, data input and analysis of various efficiency measures using Energy Star Portfolio Manager and other tools as provided.
- Assist in the preparation of financial spreadsheets and/or supporting documentation for various grant applications.
- Assist with the development of LCSWMA's Sustainability Plan.
- Assist with the evaluation and/or implementation of alternative energy projects (i.e. solar, natural gas, etc.)
- Assist with municipal coordination and planning for local trail projects.
- Assist with field samples/surveys.

Work Environment

In general, performs duties within an office in a climate-controlled environment. Work outside of the office may periodically be required relative to facility permitting or projects, and may include conditions of heavy dust or strong trash odors.

Work Hours

Daytime 15-20 hours per week, however these times may vary depending on workload and special projects.

Accommodation Requested:

No _____

Yes _____

Identify

specifically:

Can accommodations be reasonably made:

No _____

Yes _____

Reasons:

I understand that this job description in no way states or implies that these are the only duties of this position, and that I will be required to follow any other instructions and to perform any other duties requested by my Supervisor.

Employee Name

LCSWMA Representative

Employee Signature

Representative Signature

Date

Date