

# Knox County Stormwater Team

## Position Description



### **Service Description Summary**

The Knox County Stormwater Department is seeking qualified and motivated individuals to assist in carrying out a variety of duties to help the department meet requirements within National Pollutant Discharge Elimination System (NPDES) Permit as set by the Environmental Protection Agency (EPA).

The primary duty of the Knox County Stormwater AmeriCorps members will be to provide outstanding service in carrying out Knox County's mission to comply with the water quality regulations, while exercising professionalism, enthusiasm, and creativity in the workplace. Being a part of the Knox County Stormwater AmeriCorps Team (KCSAT) provides an excellent opportunity to build your resume and skill set, as well as professionalism in the workplace. The AmeriCorps members will share the opportunity to gain experience in working with GPS & GIS technology, project development, stormwater management solution design, infrastructure stream surveying, and public education outreach.

### **List of duties/job functions of KCSAT may include but are not limited to:**

- Use GPS equipment to assess and perform inspections on stormwater infrastructure in the field; report information through data entry
- GIS tasks in ArcMap and KGIS (local GIS systems)
- Assist in the coordination and implementation of Knox County's education outreach projects which include but are not limited to watershed initiatives, training/workshops, and community events
- Conduct water quality monitoring tasks in the field via basic chemical, biological and physical assessments
- Assist in designing, installing, and reporting on "green" projects for the Environmental Stewardship Program
- Assist with data entry within Knox County's database (E-Codes)
- Coordinate volunteers and community members in water quality protection efforts
- Assess/survey residential properties affected or potentially affected by hazards due to flooding
- Perform electronic digitization tasks

### **Required Knowledge, Skills, and Abilities**

- Strong Microsoft Office knowledge, primarily Microsoft Word, Excel, and PowerPoint
- Ability and/or willingness to learn to use technical tools e.g. GPS equipment, GIS software (ex: ArcPad, ArcMap)
- Willingness and ability to walk outdoors for extended periods of time while collecting graphical data, in both fair and inclement weather
- Knowledge of general natural sciences and ability to learn basic principles
- Flexibility in the workplace and willingness to take on a range of tasks
- Organized and detail-oriented with the ability to collect, document, and maintain recorded information
- Ability to successfully complete projects within a team and individually
- Ability to effectively communicate and coordinate with others, both verbally and written
- Ability to take direction while also showing initiative in daily tasks
- Creative, independent, personable, motivated, dependable, and professional
- A valid driver's license and reliable transportation to and from the Knox County Stormwater office

### **Academic Qualifications**

- Bachelor's Degree, preferably in areas of study related to Geographic Information Science (GIS), environmental conservation, engineering, landscape architecture, sciences or communications