



1508 Square Turn Blvd.  
Norfolk, NE 68701

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## Summer Internship - Lower Elkhorn NRD

### Job Description

This is a support position involving a variety of tasks with regard to the overall operation of the district. The internship may be eligible for college credit, with prior approval of district staff and coordination with accredited college. Supervision is received via a coordinated effort of department managers. Work involves providing support to the various district departments including; but not limited to, water resources, forestry, information and education, recreation and office administration. Assist NRD Forester with the certification of tree plantings and if the need arises planting of trees and installation of water conservation mulch (weed barrier). Assist NRD Forester and Nebraska Forest Service District Forester with the tree inventory of communities within the district. Assist Information and Education Coordinator with summer educational camps and presentations. Assist the Water Resources Department with various water sampling programs. Examples include: monitoring well sampling, irrigation well sampling, chemigation injection site inspections, flow meter installation/maintenance inspections and stream/lake sampling. Duties may also include analyzing and producing results in a laboratory setting. Duties may include manual labor of mowing, weed control, painting and/or repairs of buildings, cleaning public use areas (restrooms/shower houses) and operation of a variety of equipment. Assist office administration with copying and/or scanning of documents.

### Job Requirements

Preferred candidates are typically enrolled in an accredited two-year or four-year college with major course work in natural resources, water resources management, biology, agriculture, geography, or related field. Must have a valid Nebraska Driver's license, and be 18 years of age, in order to operate district vehicles and possess the ability to work in an office or field setting. This includes navigating rough terrain, sometimes during inclement weather and under extreme outdoor temperatures and work around mechanical and electrical equipment and supplies including water pumps, irrigation systems and other field equipment and generators. Operate motor vehicles, tractors, various power tools and equipment. Must be able to lift and carry 80 pounds. Ability to perform computer operations, including basic word processing, spreadsheet, and database management tasks.

Job Type: Internship, Summer Internship

Number of Openings: 2-3 (depending upon district needs) Wage: Grade 4 (\$11.60 hr) – 40 Hours per week

Job Category: Environmental, Agriculture, Horticulture, Internships, Summer Jobs & Internships

### Contact Information

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Required application materials: Cover letter and current resume.