



44 Lake Street South Suite A, Forest Lake, MN 55025

Phone 651.395.5850 | info@clflwd.org | www.clflwd.org

April 9, 2019

Job Posting

Position: Seasonal Technician

The Comfort Lake-Forest Lake Watershed District has an opening for a Seasonal Technician. This is a 40 hours per week full time position within a collaborative office that will last from April to October 2019, with the potential to extend into winter 2019/2020. This position will be paid \$15.00 per hour and is not eligible for benefits. The primary focus of this position will be providing support to District staff with the District's permitting program. This may include a variety of primary and cross-functional secondary responsibilities including serving as a permit inspector, reviewing permit application materials, meeting with contractors at construction sites, and overall tracking of permitting program records. This position will also provide support for the District's watercraft inspections, education and outreach, best management practice operations and maintenance, and cost-share programs. Assistance with board meetings and additional administrative and/or field duties may be assigned at the discretion of the District Administrator.

Minimum Requirements: Associate's Degree (Bachelor's Degree preferred) earned in natural sciences, environmental science, geography, engineering, water resources, or related field preferred. Strong interpersonal and organizational skills required, along with ability to interpret technical reports. Proficiency in written communication and working knowledge of computer software including the Microsoft Office suite is required. Call 651-395-5858 or email jessica.lindemyer@clflwd.org for additional information. If interested, please submit resume and letter of interest to jessica.lindemyer@clflwd.org. Position open until filled.

Board of Managers

Jon Spence—President Jackie Anderson—Vice President
Jen Oknich—Secretary Steve Schmaltz—Treasurer Wayne Moe—Assistant Treasurer



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Comfort Lake-Forest Lake Watershed District – Seasonal Technician

Application Due Date: Open Until Filled

Compensation: \$15.00 per hour without benefits or paid holidays

Hours: Full time (40 hours per week) from April to October 2019, with the potential to extend into winter 2019/2020. Some weekend and evening work will be required.

The Comfort Lake-Forest Lake Watershed District (CLFLWD) is seeking a Seasonal Technician for 2019.

Duties and Responsibilities:

- Conduct erosion and sediment control inspections on behalf of the District
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- Meet with contractors at permitted construction sites
- Assist Coordinator in the review of permit application materials
- Conduct watercraft inspections
- Provide support for the District's education and outreach, aquatic invasive species, best management practice operations and maintenance, and cost-share programs
- Additional administrative and/or field duties may be assigned at the discretion of the District Administrator

Minimum Requirements:

- Associate's Degree (Bachelor's Degree preferred) earned in natural sciences, environmental science, geography, engineering, water resources, or related field preferred
- Strong interpersonal and organizational skills
- Ability to write and interpret technical reports
- Proficiency in written communication and working knowledge of computer software including the Microsoft Office suite

To apply, submit a cover letter and resume to Jessica Lindemyer at the address below or email to jessica.lindemyer@clflwd.org. This position is open until filled.

Jessica Lindemyer
Comfort Lake-Forest Lake Watershed District
44 Lake Street South, Suite A
Forest Lake, MN 55025

Board of Managers

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