



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

Phone 651.395.5850 Fax 651.395.5851 www.clflwd.org

January 2, 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 January to June, 2019. 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 regard to 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 participate in District activities related to watercraft inspections, education and outreach, Best Management Practice cost-share programs, and supporting the District's invasive species monitoring and treatment programs on an as needed basis. Assistance with Board meetings and additional administrative and/or field duties may be assigned at the discretion of the District Administrator.

Minimum Requirements: Associates Degree (Bachelor 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

Jackie A. Anderson—President Jon W. Spence—Treasurer, Vice President pro tem
Wayne S. Moe—Secretary Stephen W. Schmaltz—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 January to June, 2019. Some weekend and evening work will be required.

The Comfort Lake-Forest Lake Watershed District (CLFLWD) is seeking a Seasonal Technician the first part of 2019.

Duties and Responsibilities:

- Conduct erosion and sediment control inspections on behalf of the District
- Review permit application materials
- Meet with contractors at permitted construction sites
- Conduct watercraft inspections
- Provide support for the District's education and outreach, aquatic invasive species, 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 Mike Sorensen 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

Jackie A. Anderson—President Jon W. Spence—Vice President
Wayne S. Moe—Secretary Stephen W. Schmaltz—Treasurer Jackie M. McNamara—Assistant Treasurer