**WASHINGTON STATE DEPARTMENT OF TRANSPORTATION**

**ENVIRONMENTAL SERVICES OFFICE INTERNSHIP**

The Washington State Department of Transportation (WSDOT) has three internship opportunities in its Stormwater and Watersheds Program. The Evergreen State College students selected for this internship will create screen-digitized stormwater features for the Stormwater Features Inventory Database (SFID).

• Interns will be using ArcGIS 10.2 with extensions Workflow Manager 10.2

• Interns will be digitizing stormwater features from georeferenced asbuilt images and data

collected along state highways.

• Interns will be researching support information and validating data.

• Interns will conduct limited fieldwork using GPS and ArcPad software for data collection to

help reinforce what was learned, and the work accomplished, in the office.

In the office students will use two pieces of GIS software: ArcGIS 10.2 and Workflow Manager. The intern will screen-digitize stormwater conveyance features from scanned and georeferenced asbuilt drawings; comparing and incorporating field collected GPS data gathered by: Stormwater Features Inventory field crews; WSDOT consultants; and WSDOT region personnel. The intern will utilize drainage structure notes, profiles, and drainage details to give supporting information about the digitized stormwater features. Additionally, digital copies of hydraulic reports will be used to assist in data validation where applicable and available. Using Work Flow Manager, the intern will be assigned asbuilt contracts to screen-digitize. Supporting data for each stormwater feature will be entered into SFID.

In the field students will go out with WSDOT to conduct field inventory activities along one of theState Highways. They will have the opportunity to: collect data using ArcPad; take detailed field notes for data QA/QC; and interpret and assess stormwater systems. This activity will give the students a better understanding of how the GIS data is collected and how the office work ties to the field work.

If there are returning students one could be chosen as the Lead intern. The Lead Intern would have additional responsibilities which would include: bringing the new interns up to speed on the office side of the inventory; answering questions as they arise as part of the mapping process data QA/QC; tracking of suggestions for workflow improvements; and reporting potential workflow improvements to WSDOT’s Stormwater Features Inventory Coordinator. This intern would be compensated at a higher rate.

WSDOT will provide interns with all necessary equipment and training needed to complete work

under this agreement. Intern activities performed under this contract will be supervised by WSDOT’s Stormwater Features Inventory Coordinator.

**Safety**

Each participating intern will be held to a minimum standard of expectations as outlined in the Code of Conduct. Interns will be conducting occasional field work to inventory stormwater features using GPS equipment. Inventory will take place within WSDOT right of way on busy highways. Interns will receive safety training and equipment and must follow standard WSDOT safety and field visit protocols as outlined in the pre activity safety plan developed for this work.

**Essential job knowledge, skills and abilities**

This internship is open to students enrolled in the Master in Environmental Studies (MES) Program and undergrad students. Preference will be given to MES students. Other requirements include:

• At least one college level courses in GIS preferred.

• Ability to use a computer and meticulously process large volumes of information to produce

data.

• Ability to communicate clearly verbally and in writing in English.

• Ability to establish and maintain effective work methods and schedules.

• A Washington State Driver’s license is essential for this internship. Proof of possession of a

valid driver’s license will be required prior to driving on state business.

This position may require occasional field work. In addition to the job functions listed above, the

incumbent must be able to work outdoors in all weather conditions (e.g., hot, cold, rain, snow) for up to 8 hours a day, on uneven rough terrain, unstable ground , dense vegetation, and streams and wet areas with exposure to biting insects, common plant toxins, construction equipment, noise, and other hazards.

**Internship hours of compensation and instruction**

WSDOT has up to three internships available for the upcoming summer quarter.

Interns will be expected to devote 25 hours per week to this internship, of which 19 hours will be

compensated and 6 hours will be unpaid instruction. Normal hours will be scheduled within the 7:00 am to 5:00 pm period. Office hours during the Monday through Thursday period are preferred because they overlap with the supervisor’s work schedule but work on Fridays may be acceptable once training is completed. Scheduled hours and days may change due to project needs or workload. Hourly pay is $21/hour.

**To participate in an internship each student must meet the following:**

1. Must be registered at Evergreen for the same quarter the internship takes place

2. Must be registered for at least

a. 4 credits for graduate program students (approximately 100 hours of work and

instruction time = 4 credits)

b. 6 credits for undergraduate students

3. Approval of sponsoring professor and WSDOT Inventory Coordinator. The sponsoring professor will be Martha Henderson, or a professor acceptable to both WSDOT and MES; and a professor acceptable to both WSDOT and TESC for the undergraduate students.

4. In order for the fieldwork to be performed, some of the students will be required to drive

WSDOT vehicles. All students who will be driving shall possess a valid driver’s license. Each student shall be required to provide proof of a valid driver’s license before being allowed to drive on WSDOT business.

**How to apply:** Mail or email your resume by May 15, 2014. Include a summary of relevant education and experience and provide contact information for three references.

Send to:

**WSDOT Environmental Services Office**

**Attn: Cory Simon**

**P.O. Box 47332**

**Olympia, WA 98504**