



## Environmental Education Intern Environmental Management

EM/11

### JOB SUMMARY

This position works under the guidance and supervision of the Environmental Management staff to improve and expand the department's existing stormwater pollution prevention educational resources, as well as outreach activities, to exceed the minimum local requirements set forth in the County's Stormwater Management Program (SWMP).

### MAJOR DUTIES

1. Assists in the provision of educational services to the public on matters related to stormwater pollution prevention, floodplain management, stormwater management, and SPLOST; promotes educational resources to the public.
2. Development of facility-specific non-point source pollution prevention training programs for County employees based upon the County's Pollution Prevention Plan.
3. Assists in implementing Environmental Management's educational programming as assigned; plans, prepares, and conducts educational activities.
4. Modification, expansion and/or re-design of Fayette County's Environmental Management webpages and supplemental educational materials information related to the County's SWMP goals and SPLOST program to target audiences.
5. Assists with mailing and distribution of educational materials.
6. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Skill in photo and video editing.
2. Skill in public and interpersonal relations.
3. Skill in oral and written communication
4. Skill in customer service.
5. Skill in instructing and supervising youth.
6. Skill in the use of computers and job-related software.

### GUIDELINES

Guidelines include federal, state, regional, and local laws, codes and polices related to environmental protection, transportation, safety, building, and development and technical manuals and policy papers issued by professional organizations and federal agencies. These guidelines require judgment, selection, and interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative duties.

### CONTACTS

### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- This work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

### **ADA COMPLIANCE**

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

### **HIPAA COMPLIANCE**

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

### **DRUG AND ALCOHOL COMPLIANCE**

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

### **MINIMUM QUALIFICATIONS**

- Completion of twelve or more credit hours in undergraduate courses related to Environmental Sciences, Environmental Education, Public Policy or a related degree;
- Familiarity with Microsoft Office and Adobe Acrobat;
- Experience with customer service and/or education and outreach.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.