
2015 Environmental Internships

ABOUT OUR 2015 ENVIRONMENTAL INTERNSHIPS

Seattle City Light, the Nation's Greenest Utility, is recruiting for a number of internships that will start in Summer 2015. We will offer a mix of summer-only and year-long internships. Year-long positions are ideal for full-time students based in the Seattle area who are available to work part-time during the academic year and build a richer work experience with us.

POSITIONS

In this document, you will find job descriptions for the following 2015 College Internships:

- [Ecologist Intern](#)
- [Environmental Intern](#)
- [Historic Preservation Intern](#)

HOW TO APPLY

Visit the [City of Seattle Career Center](#) and select the **Environmental Internships–Seattle City Light** posting.

Complete the online application. In the supplemental questions, you may indicate up to three positions you want to be considered for.

You will also attach the following documents:

- Your unofficial transcript: including current coursework and cumulative GPA
- Resume
- Cover letter explaining how your coursework and experience qualify you for an Environmental Internship

All application materials must be submitted by February 17, 2015 at 4:00 p.m. Pacific Time. Incomplete application packages will not be considered.

Job offers are contingent on the verification of credentials and other information required by the employment process including the completion of a background check and criminal history review.

The City of Seattle is an Equal Opportunity Employer that is committed to diversity in the workplace. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.

MORE ABOUT SEATTLE CITY LIGHT

- [Seattle City Light](#)
- [2015-2020 Strategic Plan](#)
- [Internship Program](#)

Ecologist Intern

Job type:	One College Intern (Year-long)
Start/End dates:	June 2015 – May 2016
Hours:	Approximately 40 hours per week during the summer and up to 20 hours per week while class is in session. Hours scheduled between 8:00 am - 5:00 pm, Mon-Fri, and adjusted to class schedule.
Location:	Seattle Municipal Tower, Seattle, Washington
Salary:	\$15.12-\$18.53/Hour

POSITION DESCRIPTION

City Light's Environmental Affairs and Real Estate Division is seeking an intern with a background and interest in wildlife ecology and botany to assist with a variety of field and office tasks related to natural resources management. The intern will report to, and work directly with, the City Light Wildlife Biologist on data collection and analysis for the Skagit Wildlife Mitigation Lands and Boundary Project Habitat Lands, and assist monitoring osprey and other bird activity near electrical system. The City Light Biologist will assign tasks to and supervise the intern to the extent necessary for them to be able to complete the work and will quality-control the work and mentor the person on proper methods.

JOB RESPONSIBILITIES

Assist with the development and management of data collected for wildlife mitigation and avian protection programs. These databases are both tabular and in Geographic Information System (GIS).

Organize existing data and information on wildlife and Mitigation Lands and work with Biologist to modify existing or develop new databases to store information.

Participate in fieldwork to collect data on wildlife use, habitat, and plants on City Light property and monitor avian activity at select sites and enter the information into database and produce summaries for biologist. Will receive daily or weekly task assignments from the City Light Biologist. Most work will be in the office or in Seattle but there will be some supervised trips to sites in Skagit County and Pend Oreille County to collect field data.

EDUCATIONAL BENEFIT TO THE STUDENT

The ecologist intern will gain hands-on experience with applied wildlife and vegetation data collection, analysis, and data management, and be exposed to environmental regulations in a real-world setting.

QUALIFICATIONS

Education: Open to full-time rising junior and senior undergraduate and graduate students studying biology (not laboratory), ecology, or environmental science. Students must be enrolled full time and maintain at least a 2.0 GPA (undergraduate) or 3.0 GPA (graduate) throughout the internship.

Skills: Strong written and verbal communication skills; strong research skills; ability to work independently and in a team setting; ability to use Excel, Word, and Power Point. Good observational skills, basic skills working with databases; interest in learning wildlife and botany identification skills; ability to work outside in adverse weather conditions.

Ideally, student will have GIS or GPS experience with standard field data collection methods and wildlife and plant species identification; Initiative and enthusiasm; ability to know when to ask clarifying questions and for additional guidance.

Certification/License: Current Washington State Driver's License

Environmental Intern

Job type:	One College Intern (Year-long)
Start/End dates:	June 2015 – May 2016
Hours:	Approximately 40 hours per week during the summer and up to 20 hours per week while class is in session. Hours scheduled between 8:00 am - 5:00 pm, Mon-Fri, and adjusted to class schedule.
Location:	Seattle Municipal Tower, Seattle, Washington
Salary:	\$15.12/Hour

POSITION DESCRIPTION

The Environmental Affairs and Real Estate Division is responsible, among other duties, for ensuring the Utility complies with all appropriate Federal, State and Local Statutes and City Ordinances as well as fulfilling responsibilities under the Strategic Plan. The environmental intern will help support the functions that are required of the utility by the referenced laws, ordinances and the strategic plan. The intern will report to the Manager of the Science Policy Unit in the Division.

JOB RESPONSIBILITIES

- Assist in the implementation of the Climate Adaptation Plan by developing fact sheets for the Utility on the impacts of Climate Change.
- Set up a SharePoint site for making climate change information and references easily available to anyone in City Light.
- Support City Light's Greenhouse Gas Program (specifically Sulfur Hexafluoride (SF6) Gas Program) by assisting with data collection and accurate reporting, attending and drafting meeting notes for management and task force meetings.
- Producing monthly flow compliance graphs and semi-annual flow compliance reports which include compiling and preparing various hydraulic data, producing tables and graphs, summarizing and assessing flow compliance with FERC or HCP requirements.
- Field studies which may include scour study, steelhead PIT tag study, facies mapping all which will require work in the field in difficult terrain in all types of weather. Tasks may include data acquisition and summarization, applying statistical analysis, producing tables and graphs, cataloguing photos, using GIS and GPS and producing summaries for a report.
- GIS map production and analysis tasks including but not limited to: maintenance and updating of existing GIS vector data catalog; creation and updating of metadata; cataloging existing imagery; creation of raster catalogs; scanning and geo-referencing imagery; geocoding features; designing and maintenance of geodatabases; creation and maintenance of feature linked annotation; conversion of CAD products to GIS; working with Lidar datasets and derived features; and field data collection using Trimble GPS /GNSS software and equipment.
- Monitoring vegetation and analyzing of vegetation data on the Creston-Duwamish and Cedar Falls transmission lines.

EDUCATIONAL BENEFIT TO THE STUDENT

The internship will provide the student with an opportunity to apply educational tools to projects that are of benefit to the utility and will enhance their professional careers. The intern will have opportunities to develop a professional network through a variety of contacts within and outside of the utility.

QUALIFICATIONS

Education: Open to full-time rising sophomore, junior, and senior undergraduate students studying Environmental Sciences. Area of emphasis could vary but may include biological, chemical, or physical sciences. Students must be enrolled full time and maintain at least a 2.0 GPA for the duration of the internship.

Skills: Excel (developing spreadsheets and data bases); Data acquisition and summarization; applying statistical analyses to data; some experience using GPS and/or GIS. Web site experience. Experience with literature review and summarizing scientific articles. Good written and oral communications skills. Experience interviewing technical experts. Interest in fish biology. Ideally, student has demonstrated ability to work collaboratively, an interest in Climate Change Science, completion of foundation course(s) in GIS, understanding of basic cartographic principles, intermediate skills in ESRI's GIS software Suite, familiarity with SharePoint, intermediate skills in Microsoft Access, exposure to ArcGIS Software Version 10X, and/or familiarity with plant identification and vegetation monitoring protocols.

Certification/License: Current Washington State Driver's License

Historic Preservation Intern

Job type:	One College Intern (Year-long)
Start/End dates:	June 2015 – May 2016
Hours:	Approximately 40 hours per week during the summer and up to 20 hours per week while class is in session. Hours scheduled between 8:00 am - 5:00 pm, Mon-Fri, and adjusted to class schedule.
Location:	Seattle Municipal Tower, Seattle, Washington
Salary:	\$15.12-\$18.53/Hour

POSITION DESCRIPTION

City Light's Environmental Affairs and Real Estate Division is seeking a detail oriented intern to assist with projects related to several of City Light's historic properties, among them the Georgetown Steam Plant (GTSP), a National and Seattle Historic Landmark; and the Skagit River and Cedar Falls Hydroelectric Projects, both listed on the National Register of Historic Places. Projects may include creating a database of GTSP artifacts, updating the Skagit Project Color Palette Handbook, creating a tour manual for conducting public tours at Cedar Falls, and compiling historic context information for substations.

The successful applicant should demonstrate research proficiency using primary source documents and strong writing skills to use or edit existing documents to create audience specific reports (e.g., public tours vs. technical). This position will report to the NREP Manager.

JOB RESPONSIBILITIES

Day-to-day responsibilities include:

- Summarize information in a concise and factual manner.
- Prepare technical reports and informational documents/materials for the public.
- Conduct primary document research to create a historic context that meets accepted professional historic preservation standards (e.g., The Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation).

Target goals for this internship are:

- updated Skagit color handbook;
- tour manual for the Cedar Falls Project; and
- database for GTSP artifacts (materials and equipment) that were previously photographed and numbered.

EDUCATIONAL BENEFIT TO THE STUDENT

The intern is immersed in the historic preservation profession's standards and taught practical skills relevant and immediately applicable in managing and guiding the treatment of historic properties owned by City Light.

QUALIFICATIONS

Education: Open to full-time rising junior and senior undergraduate and graduate students studying Historic Preservation, Architectural History, History, Industrial Archaeology, Museum Studies, Architecture, or related major. At least two of the following courses: Historic Preservation, Architectural History, History, Public History, Industrial Archaeology, Material Culture, Cultural Heritage Tourism, Museum Studies, Architecture, or similar. Students must be enrolled full time and maintain at least a 2.0 GPA (undergraduate) or 3.0 GPA (graduate) throughout the internship.

Skills: Strong written and verbal communication skills; strong research skills; ability to work independently and in a team setting; ability to use Excel, Word, and Power Point. Ideally, experience with Past Perfect or other database software and an interest in industrial or historic architecture.

Certification/License: Current Washington State Driver's License