

CAL POLY
CORPORATION
POSITION DESCRIPTION

Department: Swanton Pacific Ranch
Job Title: Sustainable Forest Watershed Intern

Supervisor: Brian Dietterick
FLSA Status: Non-Exempt

Job Summary

This internship is a student-status in-residence position at Cal Poly’s Swanton Pacific Ranch that entails educational, skills training, and work experience activities over the summer quarter. Training includes off-highway vehicle operation, tractors and implement operation and maintenance, work and food safety, radio communication, chainsaw operation, CPR/first aid, land orientation and map reading, survey equipment, field data recorders, GPS, ranch emergency operations, and hazardous materials handling. Forest watershed management-specific learning objectives include all aspects of monitoring related to forest hydrology and stream dynamics at Swanton Pacific Ranch occurring during this season. Work may involve: total station electronic/optical instrument to monitor elevation changes, generation and analysis of a digital elevation model, forest and watershed metrics, and habitat assessment monitoring. In addition, interns may work on various aspects of forest management: analysis of forest stands, road and trail clearing, and firewood production. Fridays are facility cleanup days where all interns contribute to facility upkeep activities when available. Some assigned work activities in other disciplines should be expected occasionally.

Duties and Responsibilities

- Safely operate a variety of valuable equipment to take measurements and collect data
- Quality assurance protocol to maintain data integrity
- Archive data, including metadata
- Summarize data in tables, figures, and reports
- Maintain professionalism and courtesy
- Assure proper functioning equipment and setting – inform supervisor if additional help is needed
- Assist staff in maintaining ranch facilities
- Perform other duties assigned

Position Requirements

- Maintain orderly work environment
- Ability to perform complex and highly responsible duties
- Proficient computer skills including word processing and databases
- Ability to prioritize, plan, organize, and meet time lines
- Ability to establish and maintain cooperative and effective working relationship with others
- Excellent verbal and written skills and the ability to interface with all levels of staff, and our community, including students, faculty and staff, and the public
- Interpersonal skills using professionalism, tact, patience, and courtesy
- Possession of a valid CA Driver’s License; ability to maintain regular and reliable attendance

Physical Requirements

- Hearing and speaking to exchange information in person or on the telephone
- Dexterity of hands, fingers, and wrist to operate a computer keyboard and calculator
- Seeing to read a variety of materials
- Sitting, standing, and walking for extended period of time
- Physical agility to lift 20 pounds to shoulder height
- Physical agility to lift, carry, push, or pull objects
- Ability to negotiate obstacles in uneven terrain, off-trail along streams and in areas containing poison oak

I acknowledge receipt of this Position Description. I understand that the nature and scope of my duties and responsibilities, as well as the Corporation’s expectations, are more comprehensive than what is incorporated in this document. Furthermore, I understand and agree that my employment with the Corporation is not for a specified term and is at the mutual consent of the Corporation and myself. Accordingly, either the Corporation or I can terminate employment relationship at-will, with or without cause or notice, at any time.

Signature of Employee

Date

Signature of Supervisor

Date