

**POSITION DESCRIPTION**

**Department:** Swanton Pacific Ranch **Supervisor:** Steve Auten

**Job Title:** Sustainable Forestry Intern **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, implements and maintenance, working around heavy equipment, radio communication, chainsaw operation, CPR/first aid, land orientation and map reading, laser range finders, field data recorders, GPS, ranch emergency operations, and ranch hazardous materials. Interns will work in challenging terrain in Cal Poly Swanton Pacific Ranch redwood forest. Work may entail: measuring and analyzing forest metrics, including: tree height, diameter, height to crown base, Kraft’s crown class, Brown’s fuel transects, regeneration analysis, downed woody debris, and understory vegetation. In addition, work on various aspects of forest management: road and trail clearing, forest planning, and firewood production. Additionally, 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**

* Monitor and record data
* Summarize data in tables, figures, and reports
* Safely operate a variety of different valuable equipment
* Assure proper functioning equipment and setting – inform supervisor if additional help is needed
* Assist staff in maintaining facilities throughout Swanton Pacific Ranch
* 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
* Ability to maintain regular and reliable attendance
* Possession of a valid California Driver’s License and satisfactory driving record

**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 50 pounds to shoulder height
* Physical agility to lift, carry, push, or pull objects
* Physical agility to hike difficult terrain including 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