

**LAKE MINNETONKA CONSERVATION DISTRICT
HARVESTING PROGRAM
LAKE HARVESTING INTERN POSITION DESCRIPTION**

TITLE: Lake Harvesting Intern (Seasonal, Full-time)

REPORTS TO: Site Supervisor

POSITION PURPOSE:

The purpose of this position is to perform a wide variety of tasks associated with the Harvesting Program, under the direction of the Site Supervisor. The position is full-time, with no benefits, for the duration of the harvesting season (early to mid-June through mid-August). The typical weekly schedule is four 10-hour days (M-TH). Primary position responsibilities include operation of harvesting equipment, assisting at off-load sites and public access/private lakeshore clean-up, aquatic plant and animal identification, and other duties as assigned as by the supervisor. This position acts as ambassador of the LMCD and Lake Minnetonka.

POSITION RESPONSIBILITIES:

1. Operation of Harvesting Equipment.

- A. Demonstrate skills necessary to effectively operate specialized equipment in an efficient, safe, and productive manner (training will be provided).
- B. Perform daily equipment maintenance and cleaning as directed by the supervisor. Any equipment problems or irregularities should be reported promptly to supervisor and/or Harvesting fleet mechanic and documented in the operator's harvester machine log.
- C. Comply with the daily harvesting workplan established by the supervisor. Any alterations from the daily workplan should be communicated and approved by the supervisor in advance. Daily start-up and shutdown of operations shall comply with times established by the LMCD.
- D. Utilize and complete report forms prepared by the LMCD for essential statistical data. These report forms shall be accurately completed and turned into the supervisor on a daily basis.
- E. Properly care for all tools and equipment provided by the LMCD for each harvester. Any tools or equipment missing or broken shall be reported to the supervisor immediately. The operator shall be accountable for return of all tools and equipment provided by the LMCD.
- F. Utilize radio support equipment per FCC standards in a business-like manner on the public airwaves.
- G. Utilize all safety equipment while the harvesters are water borne and during other tasks.
- H. Ensure that harvesters and other equipment is properly stored at day's end for secure overnight storage.
- I. Report all work related injuries immediately to supervisor, completing Workers Compensation First Injury Report when needed.
- J. Assist other co-workers during emergency or other circumstances, ensuring that there is coordination with supervisor.

2. Assisting at off-load sites and public access/private lakeshore clean-up.

- A. Assisting at off-load sites.
 - 1) Assist in the set-up of LMCD owned equipment at off-load sites in a safe manner. This shall be conducted in a manner so that it minimizes the impact of public access to Lake Minnetonka.
 - 2) Assist in the off-loading of milfoil and other aquatic plants from the harvesters to the trucking contractor trucks utilizing shore conveyor equipment. This shall be conducted in an efficient, safe, and productive manner.

- 3) Assist in the daily clean-up of off-load sites. This includes fragmented milfoil, other aquatic plants and animals, and LMCD tools and equipment used in conjunction with the program.

B. Assist in public access/private lakeshore clean-up.

- 1) Assist in the removal of milfoil and other aquatic plants from public accesses and private lakeshore properties as coordinated by supervisor.
- 2) Clean-up of milfoil and other aquatic plants at public accesses conducted in a manner so that it does not interfere with public use, including boat and pedestrian traffic.
- 3) Clean-up of milfoil and other aquatic plants from lakeshore sites at areas where the LMCD is harvesting from the public water or by public land through adjoining property.
- 4) Perform other tasks as assigned by the supervisor.

3. Monitor, identify, and record lake conditions, aquatic vegetation and animals, and more.

4. Perform the tasks referenced above with the understanding that this position represents the LMCD and may be subject to public observation for the manner and efficiency in which the tasks are performed.

5. May perform special projects and other duties assigned by supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Candidates must possess a high school degree or GED.
2. Ability to work and communicate with other harvesting employees, contractors, and the general public in a tactful and friendly manner.
3. Ability to work alone on assigned tasks yet work as a team.
4. Ability to operate work boat used in conjunction with the program.
5. Must obtain Lake Service Provider (LSP) Certificate through the MN DNR online training program upon hire.
6. Previous experience in the operation of heavy equipment is desired.
7. Post-secondary education or enrollment in environmental studies, natural resources, natural sciences, or similar field preferred.

PHYSICAL REQUIREMENTS

1. Must be able to lift at least 50 lbs.
2. Requires prolonged periods of sitting, climbing, working on unlevel surfaces, twisting, bending, jumping, and other agility.
3. Work environment includes exposure to outside conditions such as water, heat, sun, wind, and other weather elements.
4. May also include standard office conditions and data recording.

The LMCD is an equal opportunity, affirmative action, and veteran-friendly employer.

Updated: March 2018