

**Missouri Department of Natural Resources**  
2018 Summer Professional Development Program  
Job/Internship Opportunities List

**DNR001**

**Position Title:**

Dam Safety Intern

**Position Location:**

111 Fairgrounds Rd., Rolla, MO 65401

**Division/Program:**

Missouri Geological Survey, Dam and Reservoir Safety Program

**Position Description:**

Schedule, inspect and assess dams of Missouri with oversight from a registered professional engineer. General field surveying of dams and spillways. Field reconnaissance of newly located inventory dams. GIS work and map preparation to support program goals.

**Professional Experience to be Gained:**

Perform dam inspections; exposure to applied principles of soil mechanics, hydraulics and hydrology related to dam construction and operation.

**Skill Set Required of Candidate:**

Basic surveying; some hydraulic, hydrology and soil/rock mechanics education. Undergraduate student in Civil, Mining, or Geological Engineering.

**Pay Rate:**

\$19.80/hour

**Duration of Assignment:**

Approximately May 15-August 1

**DNR002**

**Position Title:**

Industrial Minerals Intern

**Position Location:**

111 Fairgrounds Rd., Rolla, MO 65401

**Division/Program:**

Missouri Geological Survey, Geological Survey Program

**Position Description:**

Data entry, archiving, and research related to industrial minerals.

**Professional Experience to be Gained:**

Intern will develop an understanding of research and archiving both historical and current data as related to industrial minerals.

**Skill Set Required of Candidate:**

Student with coursework in science or engineering with map reading abilities.

**Pay Rate:**

Currently unpaid, but if grant funding becomes available, pay may be offered.

**Duration of Assignment:**

6-8 weeks

**DNR003**

**Position Title:**

Oil and Gas Intern

**Position Location:**

111 Fairgrounds Rd., Rolla, MO 65401

**Division/Program:**

Missouri Geological Survey, Geological Survey Program

**Position Description:**

Data entry and locational research related to Class V underground injection wells.

**Professional Experience to be Gained:**

Intern will develop an understanding of the underground injection well program and Class V wells.

**Skill Set Required of Candidate:**

Student with coursework in science or engineering with map reading abilities.

**Pay Rate:**

Currently unpaid, but if grant funding becomes available, pay may be offered.

**Duration of Assignment:**

6-8 weeks

**DNR004****Position Title:**

Geologist Intern

**Position Location:**

111 Fairgrounds Rd., Rolla, MO 65401

**Division/Program:**

Missouri Geological Survey, Geological Survey Program

**Position Description:**

Preparing descriptive geologic logs of bedrock core.

**Professional Experience to be Gained:**

Intern will learn how to describe and log geologic bedrock core materials.

**Skill Set Required of Candidate:**

Geology student with classwork in sedimentary petrology, stratigraphy, and the ability to differentiate between various sedimentary rock types.

**Pay Rate:**

Currently unpaid, but if grant funding becomes available, pay may be offered.

**Duration of Assignment:**

6-8 weeks

**DNR005****Position Title:**

Geologist Intern

**Position Location:**

111 Fairgrounds Rd., Rolla, MO 65401

**Division/Program:**

Missouri Geological Survey, Geological Survey Program

**Position Description:**

Data entry in core database with occasional preparation of descriptive logs of bedrock core; cross-referencing related geologic databases.

**Professional Experience to be Gained:**

Intern will develop an understanding of complex geologic databases and learn how to describe and log geologic core.

**Skill Set Required of Candidate:**

Geology student with coursework in mineralogy, petrology and sedimentology and the ability to differentiate major igneous and sedimentary rock types.

**Pay Rate:**

Currently unpaid, but if grant funding becomes available, pay may be offered.

**Duration of Assignment:**

6-8 weeks

**DNR006**

**Position Title:**

Geologist Intern

**Position Location:**

111 Fairgrounds Rd., Rolla, MO 65401

**Division/Program:**

Missouri Geological Survey, Geological Survey Program

**Position Description:**

Developing a means (database creation) of capturing existing and future water-well information for potential future use in geologic or hydrologic investigations.

**Professional Experience to be Gained:**

Intern will develop an understanding of water well construction, use, and related equipment.

**Skill Set Required of Candidate:**

Student with coursework in science or engineering with basic Access database design skills.

**Pay Rate:**

Currently unpaid, but if grant funding becomes available, pay may be offered.

**Duration of Assignment:**

6-8 weeks

**DNR007**

**Position Title:**

Water Resources Intern

**Position Location:**

111 Fairgrounds Rd., Rolla, MO 65401

**Division/Program:**

Missouri Geological Survey, Water Resources Center

**Position Description:**

The Water Resources Center has information obtained from well drillers that is only available in hardcopy and has not been captured in a database. This position will be responsible for reviewing this well data and entering it into a database.

**Professional Experience to be Gained:**

Experience gained will center around developing skills to understand subsurface geologic information from notes obtained from well drillers.

**Skill Set Required of Candidate:**

Knowledge of well construction, stratigraphy, sedimentology, and subsurface hydrology is preferred.

**Pay Rate:**

\$17.13/hour

**Duration of Assignment:**

Up to 1000 hours, dependent on student's availability.

**DNR008****Position Title:**

Seasonal Interpreter

**Position Location:**

Long Branch State Park

**Division/Program:**

Missouri State Parks

**Position Description:**

The successful applicant will be responsible for designing, preparing, and executing programs that interpret the three main features of our park: tall grass prairie, white oak savannah and a manmade reservoir. This includes publishing and posting within the park a weekly schedule, developing interpretive displays, and conducting campground rounds to visit with guests, answer questions, do informal interpretation, and promote the park/park services. Additionally the applicant will assist with sales of ice, firewood, and camping sites within the campground through a computer based point of sale system (POS). Also performs other duties as required.

**Professional Experience to be Gained:**

Public speaking, customer service, increased knowledge of park operations and natural resources.

**Skill Set Required of Candidate:**

Valid driver's license required. Must pass criminal background check. Must have physical condition sufficient to work outdoors, on uneven terrain, and sometimes under strenuous conditions. Must be able to work a non-standard schedule, including weekends, holidays, and some evenings.

**Pay Rate:**

\$8.67/hour

**Duration of Assignment:**

Late May through mid-August

**DNR009****Position Title:**

Natural Resources Aide

**Position Location:**

Long Branch State Park

**Division/Program:**

Missouri State Parks

**Position Description:**

The successful applicant will be taught to identify common vegetation species of Missouri, be able to read maps/aerial photos, operate backpack sprayers, use chainsaws/brush cutters safely, follow herbicide label directions, and keep accurate records. Crew members will be expected to walk through native grasslands and other habitats seeking/controlling *Sericea Lespedeza* early in the season and then do brush/tree control later in the season. Crew members will be on rough/uneven terrain in hot humid conditions.

**Professional Experience to be Gained:**

Experience in natural resource management and habitat restoration. Safe use of herbicide and tools associated with natural resource management such as saws, ATV, and sprayers.

**Skill Set Required of Candidate:**

Must be at least 18 year's old. Valid driver's license required. Must pass criminal background check. Must have physical condition sufficient to work outdoors, on uneven terrain, and sometimes under strenuous conditions.

**Pay Rate:**

\$8.67/hour

**Duration of Assignment:**

Late May through mid-August

**DNR010**

**Position Title:**

Natural Resources Aide

**Position Location:**

Long Branch State Park

**Division/Program:**

Missouri State Parks

**Position Description:**

The successful applicant will be taught to identify common vegetation species of Missouri, be able to read maps/aerial photos, operate backpack sprayers, use chainsaws/brush cutters safely, follow herbicide label directions, and keep accurate records. Crew members will be expected to walk through native grasslands and other habitats seeking/controlling *Sericea Lespedeza* early in the season and then do brush/tree control later in the season. Crew members will be on rough/uneven terrain in hot humid conditions.

**Professional Experience to be Gained:**

Experience in natural resource management and habitat restoration. Safe use of herbicide and tools associated with natural resource management such as saws, ATV, and sprayers.

**Skill Set Required of Candidate:**

Must be at least 18 year's old. Valid driver's license required. Must pass criminal background check. Must have physical condition sufficient to work outdoors, on uneven terrain, and sometimes under strenuous conditions.

**Pay Rate:**

\$8.67/hour

**Duration of Assignment:**

Late May through mid-August

**DNR011**

**Position Title:**

Campground Volunteer

**Position Location:**

Knob Noster State Park

**Division/Program:**

Missouri State Parks

**Position Description:**

The volunteer will assist with the contact station in the on-season on Mondays and Tuesdays selling kayaks, souvenirs, ice, firewood, etc. Volunteer would also be available to work evening shifts on Friday, Saturday, and Sunday to check park restrooms, trash cans, and pack-in sites. Total of 40 hours per week with Wednesdays and Thursdays off.

**Professional Experience to be Gained:**

Working with the public, job shadowing with assistant superintendent and park superintendent, learn how to manage a state park campground.

**Skill Set Required of Candidate:**

Computer experience required. Volunteer must be able to lift 50 pounds and work in varying weather conditions.

**Pay Rate:**

Unpaid

**Duration of Assignment:**

Dependent on student's availability; summer months

**DNR012****Position Title:**

Volunteer Historian

**Position Location:**

Knob Noster State Park

**Division/Program:**

Missouri State Parks

**Position Description:**

Volunteer would assist with the park's historical recordation project, which includes organizing records, doing research, and potential for traveling to local archives.

**Professional Experience to be Gained:**

Historical archiving processes, interaction with archives, research, computer processing.

**Skill Set Required of Candidate:**

Computer experience required.

**Pay Rate:**

Unpaid

**Duration of Assignment:**

Dependent on student's availability.

**DNR013****Position Title:**

Natural Resources Aide

**Position Location:**

Prairie State Park

**Division/Program:**

Missouri State Parks

**Position Description:**

Staff park nature center, answering visitors' questions in person and on the phone; clean nature center; assist with stewardship projects and surveys; present naturalist programs to school groups and the public.

**Professional Experience to be Gained:**

Public speaking; increased knowledge of flora and fauna of prairie ecosystem; research skills.

**Skill Set Required of Candidate:**

Comfortable speaking to strangers; interest or coursework in biology and prairies preferred.

**Pay Rate:**

\$8.67/hour

**Duration of Assignment:**

May through August (with possibility for additional time if funding is available)

**DNR014****Position Title:**

Environmental Engineer Intern

**Position Location:**

1659 E. Elm, Jefferson City, MO

**Division/Program:**

Division of Environmental Quality/Air Pollution Control Program

**Position Description:**

Assist in development of Motor Vehicle Emissions Simulator (MOVES) data analysis system using R Studio. Research of state/city/county level regulations for open burning restrictions.

**Professional Experience to be Gained:**

Working knowledge of SIP process. Technical understanding of air quality issues in Missouri. Interpersonal skills from working on a team. Experience with state and federal regulations.

**Skill Set Required of Candidate:**

Microsoft Word, Excel, and Access. General organizational skills. Engineering, science, or IT studies.

**Pay Rate:**

\$14.46/hour

**Duration of Assignment:**

Summer (May through August)

**DNR015**

**Position Title:**

Environmental Specialist Intern (Water Quality Monitoring)

**Position Location:**

2710 W. Main Street, Jefferson City, MO

**Division/Program:**

Division of Environmental Quality/Environmental Services Program

**Position Description:**

Water Quality Monitoring Intern duties may include, but are not limited to: assisting staff with collecting water quality samples, performing flow measurements, setting out data loggers, etc. associated with stream monitoring projects; assisting with analysis for E. coli and fecal coliform; assisting staff in the collection of fish tissue samples; and conducting cleaning, maintenance and/or autoclaving of supplies and equipment.

**Professional Experience to be Gained:**

Work alongside professional scientists as they conduct a variety of water quality studies and investigations. Intern will learn the purpose of the studies and how the data is used by the department. Interns will have the opportunity for hands on experience with a variety of field monitoring instruments, analytical equipment, and laboratory practices. The level of independent work will depend upon the intern's experience.

**Skill Set Required of Candidate:**

Science related educational background and the desire to pursue a career in environmental science. Be in good physical condition for performing field work. This includes working in and around water, walking long distances while carrying equipment, and working in extreme weather conditions. Have a valid motor vehicle driver's license. Be available to work extended hours and/or travel overnight. Ability to initially cover meal expenses while in the field (expenses will be reimbursed).

**Pay Rate:**

\$14.46/hour

**Duration of Assignment:**

Summer (May through August)

**DNR016**

**Position Title:**

Chemist Intern

**Position Location:**

2710 W. Main Street, Jefferson City, MO

**Division/Program:**

Division of Environmental Quality/Environmental Services Program

**Position Description:**

Provide assistance to chemists and technical assistants in the Chemical Analysis Section, including shipping and receiving samples; storing and retrieving samples; maintaining chain of custody documents; and performing sample preparation, analytical testing, and result reporting. Our largest project over the summer is our annual lead and copper testing which requires testing 5,000-6,000 samples. This project includes shipping containers to hundreds of public drinking water systems throughout Missouri during a three month period (June, July, and August). Sample containers must be labeled, packed in groups of 5-10 for mailing, scheduled for shipping, and tracked through the process. Once these sample containers are returned to the lab, they must be processed prior to analysis. This includes verifying sample information, logging sample information into our laboratory information management system (LIMS), preserving each sample, and performing a turbidity test on each sample. Other projects include Stage 2 DBP analysis for the PDWB, public beach testing for State Parks, and routine testing which increases during April through October. The intern would be involved in each of these projects.

**Professional Experience to be Gained:**

Will develop and use skills both as an individual and while working as a team member. The goal for this position is to take existing skills and knowledge and provide the intern with training and experience beneficial to possible future career choices. He/she will learn to work independently as well as learning what it takes to work as a team member in a professional environment. The intern will develop skills that include how to take projects from start to finish, how particular parts of a project fit into the whole, and how to communicate needs as well as relaying vital information to key staff. He/she will learn the basic operation of an environmental chemistry laboratory and some analytical methods and associated standard operating procedures. This includes using basic chemistry knowledge and techniques while mentoring or job shadowing with chemists, technical assistants, and support staff.

**Skill Set Required of Candidate:**

Ideally the person should be enrolled in college and preferably one that is interested in majoring or working in the field of chemistry, environmental science, or one of the similar sciences. Coursework in chemistry is preferred. Requires standing on one's feet for several hours at a time, perceiving color, lifting coolers and boxes that may weigh up to 35 pounds, and operating a computer and analytical instrument software, including LIMS. The intern must understand that he/she will be working with and around chemicals that pose a certain safety risk which requires the use of personal protection equipment. Intern should be familiar with general laboratory safety. Intern will be required to view several videos covering ethics, safety, and security upon starting work. Intern must be able to provide own transportation to and from work each day.

**Pay Rate:**

\$14.46/hour

**Duration of Assignment:**

Summer (May through August)

**DNR017**

**Position Title:**

Environmental Specialist Intern (Redevelopment Research)

**Position Location:**



1730 E. Elm, Jefferson City, MO

**Division/Program:**

Division of Environmental Quality/Hazardous Waste Program

**Position Description:**

The Redevelopment Research Intern will research the current status of past Voluntary Cleanup Programs, Brownfield Assessments and DERT sites that were closed under their applicable programs. This information will be used to figure out the economic impact of tax credits and assessment funding.

**Professional Experience to be Gained:**

Economic development and urban planning experience, environmental remediation understanding, research, communication skills, teamwork, analytical skills, computer experience, and organizational skills.

**Skill Set Required of Candidate:**

Communication, research, basic statistics, economics (macro, micro or basic theory), ability to work unsupervised, basic computer skills. Intern must possess a valid driver's license.

**Pay Rate:**

\$14.46/hour

**Duration of Assignment:**

Summer (May through August)

**DNR018**

**Position Title:**

Environmental Specialist Intern (Long-term Stewardship Mapping and Database)

**Position Location:**

1730 E. Elm, Jefferson City, MO

**Division/Program:**

Division of Environmental Quality/Hazardous Waste Program

**Position Description:**

The Long-Term Stewardship Mapping and Database Intern will file research and database entries/cleanup to support the web-based E-START map; screen GPS locational data for minimum accuracy requirements; retrieve data from paper files to complete database entries for remediation sites, tank facilities, and hazardous waste generators; and upload documents into Enterprise Content Management and other similar duties.

**Professional Experience to be Gained:**

Archive research, map reading and interpretation, data organization and analysis, file maintenance, communication skills, teamwork, analytical skills, computer experience, and organizational skills.

**Skill Set Required of Candidate:**

Basic computer skills, good communication skills and research experience, and understanding of records management. Intern must possess a valid driver's license.

**Pay Rate:**

\$14.46/hour

**Duration of Assignment:**

Summer (May through August)

**DNR019**

**Position Title:**

Environmental Engineer Intern

**Position Location:**

1730 E. Elm, Jefferson City, MO

**Division/Program:**

Division of Environmental Quality/Solid Waste Management Program

**Position Description:**

Assist with conducting engineering review of solid waste permits to collect data to populate online electronic database and MoGem system. Assist with field monitoring visits at permitted solid waste facilities (transfer stations and landfills). Conduct records inspections to determine compliance.

**Professional Experience to be Gained:**

Technical engineering knowledge related to solid waste management, solid waste management facilities, and permitting processes as well as a general understanding of the Missouri Department of Natural Resources.

**Skill Set Required of Candidate:**

Engineering student

**Pay Rate:**

\$14.46/hour

**Duration of Assignment:**

Summer (May through August)

**DNR020****Position Title:**

Environmental Engineer Intern

**Position Location:**

1730 E. Elm, Jefferson City, MO

**Division/Program:**

Division of Environmental Quality/Solid Waste Management Program

**Position Description:**

Assist with conducting engineering review of solid waste permits to collect data to populate online electronic database and MoGem system. Assist with field monitoring visits at permitted solid waste facilities (transfer stations and landfills). Conduct records inspections to determine compliance.

**Professional Experience to be Gained:**

Technical engineering knowledge related to solid waste management, solid waste management facilities, and permitting processes as well as a general understanding of the Missouri Department of Natural Resources.

**Skill Set Required of Candidate:**

Engineering student

**Pay Rate:**

\$14.46/hour

**Duration of Assignment:**

Summer (May through August)

**DNR021****Position Title:**

Environmental Engineer Intern

**Position Location:**

1730 E. Elm, Jefferson City, MO

**Division/Program:**

Division of Environmental Quality/Solid Waste Management Program

**Position Description:**

Assist with conducting engineering review of solid waste permits to collect data to populate online electronic database and MoGem system. Assist with field monitoring visits at permitted solid waste facilities (transfer stations and landfills). Conduct records inspections to determine compliance.

**Professional Experience to be Gained:**

Technical engineering knowledge related to solid waste management, solid waste management facilities, and permitting processes as well as a general understanding of the Missouri Department of Natural Resources.

**Skill Set Required of Candidate:**

Engineering student

**Pay Rate:**

\$14.46/hour

**Duration of Assignment:**

Summer (May through August)

**DNR022**

**Position Title:**

Environmental Specialist Intern

**Position Location:**

1101 Riverside Dr., Jefferson City, MO

**Division/Program:**

Division of Environmental Quality/Water Protection Program

**Position Description:**

Assist in conducting public drinking water sustainability data management and analysis for the Public Drinking Water Branch. This work includes assistance with the enforcement of the Missouri Safe Drinking Water Law and regulations and therefore protection of public health through compliance assistance and monitoring, case and violation management, resolution of non-compliance, and enhancement of system managerial, financial, and technical capabilities. This internship could include file review and research to determine legal ownership of wells and public water systems, data analysis to determine system sustainability or trends in non-compliance, as well as other research to determine compliance status. Work could also include compliance assistance for public water systems by guiding them through document submission, introducing capacity development ideas, or promoting source water protection.

**Professional Experience to be Gained:**

Exposure to all aspects of drinking water regulation and an understanding of the civil regulation and enforcement process common to all environmental programs. Gain experience with Missouri Safe Drinking Water Law and regulations (and therefore the federal Safe Drinking Water Act). Develop an understanding of the relationship between the Missouri Department of Natural Resources and the U.S. Environmental Protection Agency. Draft business documents and legal agreements. Communicate with environmental professionals and the regulated community.

**Skill Set Required of Candidate:**

Ability to build effective professional relationships and work as a member of a team through clear communication, punctuality, courtesy, and a professional appearance and demeanor. Be familiar with common computer applications and willingness to learn new applications. Have good verbal and written communication skills.

**Pay Rate:**

\$14.46/hour

**Duration of Assignment:**

Summer (May through August)

**DNR023****Position Title:**

Environmental Engineer Intern

**Position Location:**

1101 Riverside Dr., Jefferson City, MO

**Division/Program:**

Division of Environmental Quality/Water Protection Program

**Position Description:**

Work with Water Protection Program engineers to update and expand the Missouri Department of Natural Resource's public Wastewater Construction Permitting Manual to comprehensively cover the different topics and issues the Engineering Section deals with. Research innovative wastewater technologies to provide section staff with new and emerging technologies, especially in regards to lagoon retrofits and nutrient removal. Track actual construction and expected operations and maintenance costs for Cost of Compliance comparisons to further help the Operating Permits Section. Work with engineers on evaluating the treatment technologies utilized during the anti-degradation and facility plan processes for patterns or similarities in technologies used by consultants and communities.

**Professional Experience to be Gained:**

Exposure to different wastewater treatment technologies, both established and innovative. Familiarity with the Missouri Department of Natural Resource's regulations, databases, and processes. Explaining and communicating technical concepts verbally and in written reports. Development of Excel spreadsheets to help the Engineering Section track construction cost for Cost of Compliance comparisons. Experience gained in engineering economics. Exposure to water quality standards, permitting requirements, and engineering design standards.

**Skill Set Required of Candidate:**

Student working towards a degree in Engineering with Excel & Word proficiency.

**Pay Rate:**

\$14.46/hour

**Duration of Assignment:**

Summer (May through August)

**DNR024****Position Title:**

Environmental Specialist Intern

**Position Location:**

1101 Riverside Dr., Jefferson City, MO

**Division/Program:**

Division of Environmental Quality/Water Protection Program

**Position Description:**

Reviewing Water Pollution enforcement case files for closure, verifying all requirements of Administrative Orders/Consent Judgments/Court Orders have been met, and drafting enforcement case closure memorandums when appropriate. Assist permittees with renewal of expired permits. Researching and compiling information on water pollution cases; generating site maps; and drafting summary memorandums, Cost Analysis for Compliance documents, and other documents as necessary for new cases involving violations of the Missouri Clean Water Law.

**Professional Experience to be Gained:**

Gain an understanding of how regulatory agencies function. Develop an understanding of civil enforcement process, gain experience with Missouri Clean Water Law, and draft business documents. Learn about current environmental issues, different sources of water pollution, and how pollution

affects bodies of water, human health, and the environment. Gain an understanding of the various types of National Pollutant Discharge Elimination System (NPDES) Permits issued by the Missouri Department of Natural Resources and the regulatory requirements of each.

**Skill Set Required of Candidate:**

Ability to manage multiple projects, draft concise and accurate documents based on research and review of file material. Good verbal and written communication skills. Ability to enter and maintain data in an Excel spreadsheet. Willingness to participate in an editing process and quickly adapt to an established style of writing.

**Pay Rate:**

\$14.46/hour

**Duration of Assignment:**

Summer (May through August)

**DNR025**

**Position Title:**

Environmental Specialist Intern

**Position Location:**

1101 Riverside Dr., Jefferson City, MO

**Division/Program:**

Division of Environmental Quality/Water Protection Program

**Position Description:**

Reviewing Water Pollution enforcement case files for closure, verifying all requirements of Administrative Orders/Consent Judgments/Court Orders have been met, and drafting enforcement case closure memorandums when appropriate. Assist permittees with renewal of expired permits. Researching and compiling information on water pollution cases; generating site maps; and drafting summary memorandums, Cost Analysis for Compliance documents, and other documents as necessary for new cases involving violations of the Missouri Clean Water Law.

**Professional Experience to be Gained:**

Gain an understanding of how regulatory agencies function. Develop an understanding of civil enforcement process, gain experience with Missouri Clean Water Law, and draft business documents. Learn about current environmental issues, different sources of water pollution, and how pollution affects bodies of water, human health, and the environment. Gain an understanding of the various types of National Pollutant Discharge Elimination System (NPDES) Permits issued by the Missouri Department of Natural Resources and the regulatory requirements of each.

**Skill Set Required of Candidate:**

Ability to manage multiple projects, draft concise and accurate documents based on research and review of file material. Good verbal and written communication skills. Ability to enter and maintain data in an Excel spreadsheet. Willingness to participate in an editing process and quickly adapt to an established style of writing.

**Pay Rate:**

\$14.46/hour

**Duration of Assignment:**

Summer (May through August)

**DNR026**

**Position Title:**

Environmental Specialist Intern

**Position Location:**

1101 Riverside Dr., Jefferson City, MO

**Division/Program:**

Division of Environmental Quality/Water Protection Program

**Position Description:**

Assist with conducting compliance assistance and enforcement activities for the Public Drinking Water Branch. This work includes assistance with the enforcement of the Missouri Safe Drinking Water Law and regulations, and therefore protection of public health through compliance assistance and monitoring, case and violation management, and resolution of non-compliance through administrative actions or the Attorney General's Office. This internship could include file review and research to determine legal ownership of wells and public water systems, review of unilateral or administrative orders on consent for enforcement actions, and data analysis to determine compliance status or determine trends in non-compliance. Work could also include compliance assistance for public water systems by guiding them through document submission, introducing capacity development ideas, or promoting source water protection.

**Professional Experience to be Gained:**

Exposure to all aspects of drinking water regulation and an understanding of the civil regulation and enforcement process common to all environmental programs. Gain experience with Missouri Safe Drinking Water Law and regulations (and therefore the federal Safe Drinking Water Act). Develop an understanding of the relationship between the Missouri Department of Natural Resources and the U.S. Environmental Protection Agency. Draft business documents and legal agreements. Communicate with environmental professionals and the regulated community.

**Skill Set Required of Candidate:**

Ability to build effective professional relationships and work as a member of a team through clear communication, punctuality, courtesy, and a professional appearance and demeanor. Be familiar with common computer applications and willingness to learn new applications. Have good verbal and written communication skills.

**Pay Rate:**

\$14.46/hour

**Duration of Assignment:**

Summer (May through August)

**DNR027**

**Position Title:**

Research Intern

**Position Location:**

1101 Riverside Dr., Jefferson City, MO

**Division/Program:**

Division of Environmental Quality/Water Protection Program

**Position Description:**

Assist with collection of delinquent permit fees, verify payment status of cases, draft correspondence and emails, and contact parties by telephone. Assist permittees with renewal, transfer, and termination of permits. Complete requests for site visits for regional staff. Data entry, spreadsheet management, research ownership of property, and work with regional office staff. Communicate status of cases to Budget and Fee's Unit staff and Water Protection Program Compliance and Enforcement Section staff. Consult with permit writers and Attorney General's Office staff. Keep detailed records of phone, mail, and email correspondence.

**Professional Experience to be Gained:**

Learn how regulatory agencies function. Gain experience collaborating and consulting with government employees at both county and state levels. Experience the billing and fee collection process and professional interactions with permittees by phone and email. Gain experience updating and managing a spreadsheet and accessing multiple databases. Gain experience effectively compiling and communicating information obtained through research. Learn the various permit types issued by the Missouri Department of Natural Resources and gain an understanding of permitting regulations and current environmental issues.

**Skill Set Required of Candidate:**

Proficient with Microsoft Office Suite including Microsoft Word and Microsoft Excel. Individual must be outgoing and confident enough to make telephone calls to permitted entities, Missouri Department of Natural Resources staff, Attorney General's Office staff, and county officials. Must be able to clearly and effectively communicate information to permitted entities and Department staff. Ability to enter and maintain data in an Excel spreadsheet. Individual will need to be organized, have good attention to detail, and be able to manage and prioritize multiple projects. Individual must be able to work independently.

**Pay Rate:**

\$14.46/hour

**Duration of Assignment:**

May – August (Summer)

**DNR028**

**Position Title:**

Environmental Engineer Intern

**Position Location:**

Lee's Summit, Missouri

**Division/Program:**

Division of Environmental Quality/Kansas City Regional Office

**Position Description:**

Assisting experienced engineers in preparing for and conducting inspections for wastewater treatment facility components, other wastewater infrastructure, and public drinking water treatment facilities. Engineering review and field experience would be gained related to wastewater and drinking water treatment and operations, as well as experience with the Missouri Clean Water Law, the Missouri Safe Drinking Water Law and their implementing regulations. Duties may also include data management and handling or review of construction permit project files. The intern will shadow experienced inspectors and engineers in the field during water pollution compliance, engineering inspections, and/or public drinking water sanitary surveys. This internship is an engineering student position, and will be directly supervised by a P.E.

**Professional Experience to be Gained:**

Gain experience and understanding of environmental regulation in Missouri, specifically in the area of water pollution control. This position will have the opportunity to visit a wide variety of regulated facilities and participate in the compliance inspection process. The intern will also be trained in the basics of engineering review and investigation, and will have an opportunity to practice technical writing skills.

**Skill Set Required of Candidate:**

Graduate or undergraduate student with major in engineering: civil, environmental, industrial, chemical, biochemical, geologic, or biologic engineering preferred. Applicants should have the ability to use Microsoft Office software. Walking, sitting, or standing for long periods of time may be necessary to

conduct office or field work. Intern must be a licensed driver and be able to provide transportation to and from the office each workday, as well as be able to drive fleet vehicles to conduct field work.

**Pay Rate:**

\$14.46/hour

**Duration of Assignment:**

Summer (May through August)

**DNR029**

**Position Title:**

Environmental Specialist Intern

**Position Location:**

Lee's Summit, Missouri

**Division/Program:**

Division of Environmental Quality/Kansas City Regional Office

**Position Description:**

Assist with issuing general permits, writing reports, database entry, and shadowing inspectors on compliance inspection and investigations. Assist in processing water pollution permit applications and correspondence. There will be an opportunity to participate in evaluating no-exposure storm-water certifications, and attend concern investigations. Shadowing of water pollution control work would include storm-water, land disturbance, and domestic wastewater facility inspections and concern investigations. Other duties include assisting inspectors with their equipment and samples, and participating in conducting observations of facility conditions. Intern will also have an opportunity to occasionally accompany inspectors that work in other environmental media.

**Professional Experience to be Gained:**

Gain experience and understanding of environmental regulation in Missouri, specifically in the area of water pollution control. This position will have the opportunity to visit a wide variety of regulated facilities and participate in the compliance inspection process. The intern will also be trained in the basics of water pollution permit processing, and will have opportunity to practice technical writing skills.

**Skill Set Required of Candidate:**

Graduate or undergraduate student with major in biological science, environmental science, chemistry, natural resources, geology, engineering, or related field. Applicants should have the ability to use Microsoft Office software. Walking, sitting, or standing for long periods of time may be necessary to conduct office or field work. Intern must be a licensed driver and be able to provide transportation to and from the office each workday, as well as be able to drive fleet vehicles to conduct field work.

**Pay Rate:**

\$14.46/hour

**Duration of Assignment:**

Summer (May through August)

**DNR030**

**Position Title:**

Environmental Specialist Intern

**Position Location:**

Lee's Summit, Missouri

**Division/Program:**

Division of Environmental Quality/Kansas City Regional Office

**Position Description:**



Performing surveys of tire collection centers for initial inspection and gather information that will help solid waste staff to plan for future inspections. This position will assist with solid waste and scrap tire investigations. Other assignments may include creation or improvement of documents for office use, and providing assistance with tracking and reports. Intern will also have an opportunity to shadow experienced inspectors in the field and occasionally accompany inspectors that work in other environmental media.

**Professional Experience to be Gained:**

Gain experience and understanding of environmental regulation in Missouri, specifically in the area of solid waste management. This position will have the opportunity to visit a variety of regulated facilities and participate in the compliance inspection process. The intern will also be trained in the basics of environmental investigation and will have the opportunity to practice technical writing skills.

**Skill Set Required of Candidate:**

Graduate or undergraduate student with major in biological science, environmental science, chemistry, natural resources, geology, engineering, or related field. Applicants should have the ability to use Microsoft Office software. Walking, sitting, or standing for long periods of time may be necessary to conduct office or field work. Intern must be a licensed driver and be able to provide transportation to and from the office each workday, as well as be able to drive fleet vehicles to conduct field work.

**Pay Rate:**

\$14.46/hour

**Duration of Assignment:**

Summer (May through August)

**DNR031**

**Position Title:**

Environmental Specialist Intern

**Position Location:**

Lee's Summit, Missouri

**Division/Program:**

Division of Environmental Quality/Kansas City Regional Office

**Position Description:**

Technical office duties such as document scanning, filing, copying, etc., as well as writing reports, database entry, and shadowing inspectors on compliance inspections and investigations. This position will assist an Environmental Specialist I/II/III. There will also be an opportunity for this intern to participate in concern investigations. Shadowing of water pollution control work would include storm-water, land disturbance, and domestic wastewater facility inspections and concern investigations. Other duties include assisting inspectors with their equipment and samples, and participating in conducting observations of facility conditions. Intern will also have the opportunity to occasionally accompany inspectors that work in other environmental media.

**Professional Experience to be Gained:**

Gain experience and understanding of environmental regulation in Missouri, specifically in the area of water pollution control. This position will have the opportunity to visit a wide variety of regulated facilities and participate in the compliance inspection process. The intern will also be trained in the basics of engineering review and investigation, and will have an opportunity to practice technical writing skills.

**Skill Set Required of Candidate:**

Graduate or undergraduate student with major in biological science, environmental science, chemistry, natural resources, geology, engineering, or related field. Applicants should have the ability to use Microsoft Office software. Walking, sitting, or standing for long periods of time may be necessary to

conduct office or field work. Intern must be a licensed driver and be able to provide transportation to and from the office each workday, as well as be able to drive fleet vehicles to conduct field work.

**Pay Rate:**

\$14.46/hour

**Duration of Assignment:**

Summer (May through August)

**DNR032**

**Position Title:**

Environmental Specialist Intern

**Position Location:**

Poplar Bluff, Missouri

**Division/Program:**

Division of Environmental Quality/Southeast Regional Office

**Position Description:**

Maintain databases listing certified operators and septic haulers in the southeast region counties. Clean and stock the lab; help with periodic calibrations and QAQC; research disposal information for expired chemicals; and perform maintenance on samplers, fridge, freezer, and incubator. Update MSDS records, vehicle maintenance, and cleaning. Field work to include carrying coolers and supplies on inspections and/or sampling trips.

**Professional Experience to be Gained:**

The intern will gain experience in the water pollution control aspect of environmental science and experience working in a governmental agency.

**Skill Set Required of Candidate:**

Science major is preferred. Knowledge of Microsoft Office Suite (Word/Excel/Outlook/Access); ability to follow direction and attention to detail; ability to meet and interact with the public and staff in a professional manner; and knowledge and/or experience in water quality. Moderate lifting and bending required, and must be able to work outside in all environments.

**Pay Rate:**

\$14.46/hour

**Duration of Assignment:**

Summer (May through August)

**DNR033**

**Position Title:**

Administrative Support Intern

**Position Location:**

Poplar Bluff, Missouri

**Division/Program:**

Division of Environmental Quality/Southeast Regional Office

**Position Description:**

Provide office support functions including word processing, filing, copying, proofreading documents, gathering and compiling data, and assisting with special projects including scanning and entering information into databases. Additionally, the position will assist with projects in records management and archiving files, provide customer service, assist with updating rosters, and other duties as assigned.

**Professional Experience to be Gained:**

The intern will gain experience in providing administrative support in a governmental agency and will learn about business practices and management.

**Skill Set Required of Candidate:**

Knowledge of Microsoft Office Suite (Word/Excel/Outlook); knowledge of office machines including fax, postage meter, copier, calculator, computer work-stations, telephone and voice mail systems; ability to follow direction and attention to detail; and ability to meet and interact with the public and staff in a professional manner. Moderate lifting, bending, etc. Prefer student studying business administration, public administration, or related field.

**Pay Rate:**

\$12.07/hour

**Duration of Assignment:**

Summer (May through August)

**DNR034****Position Title:**

Environmental Specialist Intern

**Position Location:**

Springfield, Missouri

**Division/Program:**

Division of Environmental Quality/Southwest Regional Office

**Position Description:**

Assist with collecting Ammonia and Nitrogen samples from permitted wastewater sand/gravel bed systems throughout the Southwest Region. Scan documents for the section during time in the office.

**Professional Experience to be Gained:**

Interaction with professionals in the field of study, site observations of wastewater system construction projects and storm-water permits.

**Skill Set Required of Candidate:**

Science major is preferred. Valid driver's license. Ability to traverse rough terrain and carry equipment up to 50 pounds in weight.

**Pay Rate:**

\$14.46/hour

**Duration of Assignment:**

Summer (May through August)

**DNR035****Position Title:**

Environmental Specialist Intern

**Position Location:**

Springfield, Missouri

**Division/Program:**

Division of Environmental Quality/Southwest Regional Office

**Position Description:**

Looking for a science major intern who would work with our Drinking Water Environmental Specialists to assist public water systems completing their Level 1 forms. This person would also assist in collecting bacteriological samples from public water systems whose samples have been invalidated by the lab. Review files to determine if inactive systems should be reactivated. Assist with Groundwater Under the Influence of Surface Water Investigations to collect field measurement data to aide in hydrogeological evaluations of suspect public water wells.

**Professional Experience to be Gained:**

Working within a professional office environment to improve interpersonal skills.

**Skill Set Required of Candidate:**

Valid driver's license. Ability to traverse rough terrain and carry equipment up to 50 pounds in weight.

**Pay Rate:**

\$14.46/hour

**Duration of Assignment:**

Summer (May through August)

**DNR036****Position Title:**

Environmental Engineer Intern

**Position Location:**

Springfield, Missouri

**Division/Program:**

Division of Environmental Quality/Southwest Regional Office

**Position Description:**

Looking for an engineering student intern who would work with our Drinking Water Engineering and Technical Assistance unit to go through historic construction files related to public drinking water infrastructure improvement projects and make initial evaluations to determine if field verification of construction completeness is warranted. This would be through contacts with public water system representatives or engineering firms to determine status of projects and summarizing findings for the unit chief. Accompany staff on field visits to construction projects to confirm data provided by engineering firms and work towards clearing our construction authorization backlog. Assist with Groundwater Under the Influence of Surface Water Investigations to collect field measurement data to aid in hydrogeological evaluations of suspect public water wells. Scanning engineering plans and specification sheets.

**Professional Experience to be Gained:**

Interaction with professionals in the field of study, site observations of water system construction projects.

**Skill Set Required of Candidate:**

Engineering student. Valid driver's license. Ability to traverse rough terrain and carry equipment up to 50 pounds in weight.

**Pay Rate:**

\$14.46/hour

**Duration of Assignment:**

Summer (May through August)

**DNR037****Position Title:**

Administrative Support Intern

**Position Location:**

Springfield, Missouri

**Division/Program:**

Division of Environmental Quality/Southwest Regional Office

**Position Description:**

Assist in document management by working to consolidate files within the file room, scan documents for recycling, and identification of files for archiving.

**Professional Experience to be Gained:**

Working within a professional office environment to improve interpersonal skills.

**Skill Set Required of Candidate:**

Ability to work in a standing position for an extended period of time. Ability to lift and move filing materials and boxes of files up to 50 pounds.

**Pay Rate:**

\$12.07/hour

**Duration of Assignment:**

Summer (May through August)

**DNR038****Position Title:**

Environmental Specialist Intern

**Position Location:**

St. Louis, Missouri

**Division/Program:**

Division of Environmental Quality/St. Louis Regional Office

**Position Description:**

Assist in conducting final waterline inspections (non-SRF only); review, scan, and assist in the electronic filing of plans from drinking water facilities; assist in developing emergency contact information in a convenient format for contacting facilities in an emergency; assist with laboratory and equipment inventory related to drinking water sampling in coordination with a water specialist; assist in collecting samples for Bacti and Total Residual Chlorine and other tests suitable for review at sites where we have an identified concern and/or received TC positive samples; collect GPS readings to fill in missing data on drinking water facilities in a database; may assist in conducting site survey inspections and well grout inspections; and assist with compliance and operation inspections.

**Professional Experience to be Gained:**

Learn about public drinking water systems, treatment options, installation processes, data management, sampling procedures and MoDNR's role in protecting public health through drinking water regulations and work. The intern will work independently but also in teams.

**Skill Set Required of Candidate:**

Basic understanding of water quality, chemistry, good interpersonal communication skills both written and verbal. Basic computer (Microsoft Office) skills. Some work will be outdoors. Must have a driver's license and ability to get to work each day during fairly regular hours between 8 am and 5 pm.

**Pay Rate:**

\$14.46/hour

**Duration of Assignment:**

Summer (May through August)

**DNR039****Position Title:**

Environmental Specialist Intern

**Position Location:**

St. Louis, Missouri

**Division/Program:**

Division of Environmental Quality/St. Louis Regional Office

**Position Description:**

Assist in conducting land disturbance or other permit termination inspections; assist in emergency bypass inspections initial response to document with photos and prioritize necessity of further investigation; conduct some spot check verification of information being submitted by facilities

regarding SSO's that are reported as having been stopped and corrected; conduct sampling in cooperation with a water pollution inspector at SSO emergency investigations; review, scan, and assist in the electronic filing of plans for wastewater facilities, archiving of information, and laboratory and equipment inventory projects; assist with follow-up inspections at sites where there have already been inspections and a re-inspection is needed (Class I inspections only); may assist in surveying areas indicating there may be land disturbance work occurring to assist in identification of sites that should have a land disturbance permit and are causing water pollution issues; and may accompany inspectors on inspections where it is appropriate to have a team of two attend a site for safety (storm water concerns) and to help verify and document concerns.

**Professional Experience to be Gained:**

The intern in this position will learn about water pollution, waste water treatment systems, treatment options, data and file management, water and facility sampling procedures, how to read a wastewater permit, and about MoDNR's role in protecting public health and the environment through water pollution regulations. The intern will work independently but also in teams.

**Skill Set Required of Candidate:**

Basic understanding of water quality, chemistry, good interpersonal communication skills both written and verbal. Candidate should also have basic computer (Microsoft Office) skills. Some work will be outdoors. Must have a driver's license and ability to get to work each day during fairly regular hours between 8 am and 5 pm.

**Pay Rate:**

\$14.46/hour

**Duration of Assignment:**

Summer (May through August)

**DNR040**

**Position Title:**

Environmental Engineer Intern

**Position Location:**

St. Louis, Missouri

**Division/Program:**

Division of Environmental Quality/St. Louis Regional Office

**Position Description:**

Work with engineers, water specialists, and environmental specialists by participating in compliance assistance visits and routine compliance inspection teams for Water Pollution Control Major Wastewater Treatment Facilities, Pre-Treatment Program Inspections, and wastewater collection systems. The role in these inspections, after first receiving training and instruction, will be to assist with file reviews, data mining, computations, preparing charts, and similar activities. The intern will also assist with construction completion site visits, land disturbance activity completion determinations, and similar Public Drinking Water activities, as well as participate in permittee phone surveys regarding renewal application submittal. Opportunities may also exist for assisting with education outreach, which could require public speaking, or doing demonstrations. This position will work under the direct supervision of a professional engineer and other staff.

**Professional Experience to be Gained:**

The intern in this position will learn about water pollution, waste water treatment systems, treatment options, data and file management, water and facility sampling procedures, how to read a wastewater permit, and about MoDNR's role in protecting public health and the environment through water pollution regulations. Potential also exists for the intern to receive engineering experience working with a Professional Engineer. The intern will work independently but also in teams.

**Skill Set Required of Candidate:**

Engineering training is preferred in order to make the most use of this opportunity. The intern should have basic understanding of water quality, chemistry, good interpersonal communication skills both written and verbal. Candidate should also have basic computer (Microsoft Office) skills. Some work will be outdoors. Must have a driver's license and ability to get to work each day during fairly regular hours between 8 am and 5 pm.

**Pay Rate:**

\$14.46/hour

**Duration of Assignment:**

Summer (May through August)

**DNR041****Position Title:**

Administrative Support Intern

**Position Location:**

St. Louis, Missouri

**Division/Program:**

Division of Environmental Quality/St. Louis Regional Office

**Position Description:**

Provide office support functions including word processing, filing, copying, proofreading documents, gathering and compiling data, and assisting with special projects including scanning and entering information into databases. Assist with projects in records management, archiving files, provide customer service, assist with updating rosters, and other duties as assigned.

**Professional Experience to be Gained:**

Will gain experience in providing administrative support in a governmental agency, and learn about business practices and management.

**Skill Set Required of Candidate:**

Knowledge of Microsoft Office Suite (Word/Excel/Outlook); knowledge of office machines including fax, postage meter, copier, calculator, computer work-stations, telephone and voice mail systems; ability to follow direction and attention to detail; and ability to meet and interact with the public and staff in a professional manner. Moderate lifting, bending, etc. Prefer student studying business administration, public administration, or closely related field.

**Pay Rate:**

\$12.07/hour

**Duration of Assignment:**

Summer (May through August)

**DNR042****Position Title:**

Administrative Support Intern

**Position Location:**

1709 Prospect Drive, Macon, Missouri

**Division/Program:**

Division of Environmental Quality/Northeast Regional Office

**Position Description:**

Provide office support functions including word processing, filing, copying, proofreading documents, gathering/compiling data, and assisting with special projects including scanning and entering information into databases.

**Professional Experience to be Gained:**

Exposure to the operations and day-to-day tasks of a Department of Natural Resources regional office, providing an opportunity to enhance educational experience through practical work, and develop skills useful for career development.

**Skill Set Required of Candidate:**

Knowledge of Microsoft Office Suite (Word/Excel/Outlook); knowledge of office machines including fax, postage meter, copier, calculator, computer work-stations, telephone and voice mail systems; ability to follow direction and attention to detail; and ability to meet and interact with the public and staff in a professional manner. Moderate lifting, bending, etc.

**Pay Rate:**

\$12.07/hour

**Duration of Assignment:**

Summer 2018 (May-August)