

**Natural Resources Aid**  
**Wisconsin Tribal Conservation Advisory Council (WTCAC) Student Internship Position**  
**Locations: Shawano, WI and Keshena, WI**

**A. INTRODUCTION**

This position is co-located in a USDA, Natural Resources Conservation Service Field Office in Shawano, Wisconsin and the Menominee Indian Tribe of Wisconsin Environmental Services and Department of Trust Resources Offices in Keshena, Wisconsin. The incumbent serves as a natural resources aid, assisting the District Conservationist and the Environmental Specialist in the layout and application of soil and water conservation practices.

**B. MAJOR DUTIES & REQUIREMENTS**

**NRCS (25% of time)**

- Assists landowners in the layout, application, and maintenance of planned soil and water conservation practices.
- Assist with surveying, plotting, staking, and laying out selected sites. Uses a hand level in making simple surveys involving pacing, chaining, and determining elevations for use in laying out or checking practices such as terraces, ponds, waterways, drainage, and structures.
- Works with higher grade field office personnel in determining need for and feasibility of conservation practices for Farm Bill cost sharing. Assists in layout and checking of specific installations.
- Assists the District Conservationist and staff in maintaining effective working relationships with landowners, coworkers, other agencies, and the public.
- Maintains required daily reports and records on work accomplishments.
- Supports and participates in the Civil Rights (CR) program activities. Demonstrates an awareness of CR policies and responsibilities and performs all duties in a manner which consistently demonstrates fairness, cooperation and respect to co-workers, office visitors and all others in the performance of official business.
- May serve as an incidental motor vehicle operator on public and private roads during daylight and after dark as needed to perform the duties of the position. A valid state driver's license is required.

**Environmental Services and Department of Trust Resources (75% of time)**

Environmental Services Projects but not limited to:

- Beaver dam removals – hand removal of abandoned beaver dams to restore stream hydrological function
- Spring pond inventories – collect physical parameters from spring ponds
- Fish community and habitat surveys – Use Wisconsin Wadeable Streams Assessment protocols to evaluate streams to assign a water quality score – involves looking at physical characteristics of the stream and using electro-fishing equipment to sample the fish community

Forestry specific projects but not limited to:

- Assist with forest inventory data collection.
- Assist with regeneration surveys for tree planting projects.
- Assist with timber marking for sustained yield management.
- Assist with fire management operations (project type depends on fire qualifications).

## **C. EVALUATION FACTORS**

### **Knowledge Required by the Position**

The natural resources intern has knowledge of primary soil and water conservation operations sufficient to assist in preparation and installation of basic soil and water conservation practices where site and layout has already been predetermined. Has sufficient knowledge to work with agency/departmental staff in applying a limited range of standard soil and water conservation practices.

### **Supervisory Controls**

This is considered a training position. Assignments and activities are indicated by the supervisor, and are performed by the incumbent on a continuing basis. Clear procedural instructions are available and new assignments are accompanied by suggested work procedures. Problems and technical matters not covered by the instructions are referred to the supervisor or higher-grade specialist. The work is reviewed for technical adequacy and conformance with agency procedures.

The natural resources intern is provided with detailed guidelines directly applicable to all phases of the conservation tasks assigned including field work. The incumbent performs conservation duties as assigned deviating only when authorized to do so by a higher-grade technician or supervisor.

### **Physical Demands**

The assigned work requires regular and recurring prolonged walking over fields and forested terrain, and bending, lifting, and stretching when setting up survey instruments and equipment and performing assigned projects.