



The Maryland-National Capital Park & Planning Commission

Resource Analysis Program Assistant - Seasonal

SALARY	\$18.50 - \$21.00 Hourly	LOCATION	Wheaton, MD
JOB TYPE	Seasonal	JOB NUMBER	RAPA24
DEPARTMENT	MC Parks	DIVISION	Park Planning and Stewardship
OPENING DATE	01/26/2024	CLOSING DATE	Continuous

Description

- Are you a motivated and hardworking individual looking to work as part of a team to monitor stream health and protect our waterways from pollution?
- Are you eager to gain hands-on field and science communication experience alongside qualified natural resources specialists?
- Do you have or are you in the process of obtaining a degree in biology, environmental studies, fisheries and wildlife, natural resources management, or a related field?

If so, one of our seasonal positions with the Montgomery County Department of Parks in the Resource Analysis Section of the Park Planning and Stewardship Division (PPSD) is just the role for you!

Resource Analysis Program Assistant 1 (Technician): March 2024 – October 2024, M-Thr

Resource Analysis Program Assistant 2 (Summer Internship): May 2024 – August 2024, M-Thr

We are seeking team-oriented, outdoorsy individuals to be involved in stream biological monitoring assessments, stormwater management initiatives, and environmental restoration and project evaluations that contribute to examining, managing, and improving water quality on Montgomery County Parkland.

PPSD has two open seasonal positions that are part-time and average 24-32 hours per week, scheduled between 8:00 A.M. to 5:00 PM, Monday through Thursday and based in the Wheaton Headquarters located at 2425 Reddie Drive, Wheaton, MD 20902. Staff are needed from **March 2024 through October 2024 and May 2024 through August 2024** to be responsible for, but not limited to, conducting the following:

- Water quality assessments throughout Montgomery County 2-3 days per week
- Environmental sample processing
- Data entry, review, and analysis
- Scientific equipment calibration/maintenance
- Providing project support for various Resource Analysis programs.

Grow your skills and experience for positions and studies in related fields such as:

- Aquatic ecology, including fisheries, entomology, and herpetology.
- Stream and wetland restoration.
- Watershed monitoring and assessment.
- Stormwater pollution prevention, management, and permitting.
- Geospatial analysis (ArcGIS, Field Maps, Survey123, etc.)

Examples of Important Duties

- Conduct spring stream and wetland habitat assessments and collection of benthic macroinvertebrates using D-Net sampling techniques (March – April).
- Assist with the collection and identification of fish and herpetofauna using electrofishing equipment and conduct stream habitat assessments, including identification of non-native invasive (NNI) riparian plants and collection of stream water chemistry data as a biological monitoring crew member (June – September).
- Process benthic macroinvertebrate samples, calibrate and load equipment, and perform other laboratory duties as assigned.
- Perform field visits to evaluate stream restoration projects, assess stormwater outfall stability, and investigate storm drain systems for illicit discharge.
- Assist with the implementation of pollution reduction strategies in support of Montgomery Parks' National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) stormwater permit.
- Develop social media content and other strategies to educate the public on species identification, field facts, pollution reduction, and other work program highlights.
- Use ArcGIS and Field Maps to capture and interpret spatial data in the field and perform analyses.
- Document program/project accomplishments and deliver a capstone presentation to Parks staff at the term's conclusion

Minimum Qualifications

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- Bachelor's degree or working to obtain a bachelor's degree in biology, environmental studies, fisheries and wildlife, natural resources management, or a related field.
- Previous experience in field data collection and Microsoft Office (particularly Excel) through college-level courses and/or previous work experience; or
- An equivalent combination of education and experience.
- Ability to complete tasks both independently and under supervision as part of a team, while following protocols and paying close attention to detail.
- A valid driver's license or ability to acquire one.

Preferred Qualifications

- Previous experience in ArcGIS software and R/RStudio preferred.

Supplemental Information

Working Conditions

- Punctual morning arrival reporting to Wheaton Headquarters (2425 Reedy Drive, Wheaton, MD, 20902) within a prearranged schedule Monday through Thursday, averaging 24-32 hours and not to exceed 40 hours per week.
- Daily laboratory and equipment gathering, maintenance, and loading/unloading tasks are required, including lifting supplies weighing up to 50 lbs.
- These positions require considerable time outside working under somewhat arduous field conditions (e.g., sun, heat, insects), including walking significant distances while carrying cumbersome equipment and working in fast-flowing water with slippery and/or unstable substrate. Lug sole waders and other protective gear are provided.
- Benthic macroinvertebrates are field-collected and preserved in denatured ethanol. Subsampling and identification include handling preserved samples, picking organisms out of a tray with precision forceps, and using a dissecting microscope.
- Summer stream survey work involves the capture and transfer of stunned fish, crayfish, amphibians, and reptiles using nets and buckets prior to sample processing and release.
- Frequent use of multiple technical equipment and software applications in an office setting for processing data, assisting with tasks that support Montgomery Parks' stormwater permit, and working on a capstone presentation to be presented at the end of the position.

Training

Orientation to the Department of Parks and the Park Planning & Stewardship Division will be provided by staff. Specific project requirements will be discussed with supervisory staff members. Field equipment and techniques will be demonstrated by the project supervisor. Successful completion of an online Defensive Driving course will be required. These Seasonal Positions include the opportunity to attend Maryland Biological Stream Survey (MBSS) summer training, schedules permitting (<https://dnr.maryland.gov/streams/Pages/mbsstraining.aspx>).

Supplemental Information

- These positions are seasonal (part-time) and do not include benefits. Salaries are based on experience and cannot exceed the advertised range.
- These positions are not telework-eligible.
- Relocation and housing are not provided.
- Limited commuter reimbursement is available.
- A complete background investigation will be completed prior to hire.

To be considered:

- Complete the application with supplemental questions included and upload a cover letter as part of the submission.
- Unofficial transcripts are preferred, but not required.
- Capacity to complete fieldwork is required.

For more information on aquatic resources in Montgomery Parks, please visit our program websites at:

- <https://montgomeryparks.org/caring-for-our-parks/natural-spaces/biological-monitoring/>
- <https://www.montgomeryparks.org/caring-for-our-parks/natural-spaces/stormwatermanagement/>
- <https://montgomeryparks.org/caring-for-our-parks/natural-spaces/water-quality-information/>

Diversity Statement: *Montgomery County Department of Parks believes that diversity in all dimensions of the organization supports and bolsters the innovative thinking essential to its success. Montgomery County Parks does not make hiring decisions on the basis of race, ethnicity, national origin, gender, gender identity, sexual orientation, age, disability, religion, political affiliation, or ideology or status as a Veteran.*

The Maryland-National Capital Park and Planning Commission (M-NCPPC), a six-time National Recreation and Parks Association Gold Medal Award Winner, has a career staff complement of nearly 800 employees and we serve a diverse population of more than one million residents in the Washington, DC area. We manage 421 parks on more than 37,000 acres of parkland. Go to our website to learn more: <https://www.montgomeryparks.org/>.

The Maryland-National Capital Park and Planning Commission (M-NCPPC) is an Equal Opportunity Employer. We celebrate a workplace culture of diversity, equity and inclusion without discrimination or harassment on the basis of race, color, religion, sex, age, national origin, sexual orientation, marital status, disability, genetic information, gender identity, or any other non-merit factor.

Applicants with Disabilities under the Americans with Disabilities Act.

If you require accommodations or special arrangements due to a qualifying disability, please notify the Recruitment & Selections Services Unit at the time of applications at or 301-454-1411 (Maryland Relay 7-1-1)

M-NCPPC will make all efforts to reasonably accommodate you.

Agency

The Maryland-National Capital Park & Planning Commission

Address

7833 Walker Drive
Suite 425
Greenbelt, Maryland, 20770

Website

<https://www.mncppc.org/jobs>

Resource Analysis Program Assistant - Seasonal Supplemental Questionnaire

***QUESTION 1**

Do you have a bachelor's degree (or are you working to obtain one) in biology, environmental studies, fishers and wildfire, natural resources management, or a related field?

- Yes
- No

***QUESTION 2**

Do you have previous experience in field data collection and Microsoft Office (particularly Excel) through college-level courses and/or previous work experience?

- Yes
- No

***QUESTION 3**

Do you possess a valid driver's license (or have the ability to acquire one)?

- Yes
- No

***QUESTION 4**

Select the statement which reflects your availability to work consecutive weeks between the hours of 8:00 a.m. to 5:00 p.m. Monday – Thursday:

- I am available from March through October (Technician Position)
- ? I am available from May through August/September (Internship Position)
- My current availability falls outside of these options.
- If other, please explain:

QUESTION 5

If you answer 'Other' to the previous question, please explain here.

***QUESTION 6**

Select your current level of education:

- High School Diploma
- Undergraduate Degree in Progress
- Undergraduate Degree Complete
- Graduate-level Degree in Progress
- Graduate Degree Complete
- PhD in Progress
- PhD Complete

***QUESTION 7**

Select one of the statements below that best reflects your experience conducting environmental fieldwork and/or biological monitoring/assessments:

- No Experience
- Classroom/Lab Experience only
- Volunteer Experience
- Paid/Professional Experience
- Combination of Paid/Professional and Unpaid/Volunteer Experience

***QUESTION 8**

Select one of the statements below that best reflects your proficiency with GIS applications:

- No Experience
- Some Familiarity
- Completed Coursework
- Used in Volunteer or Professional Capacities
- Extensive Experience Using Esri Products

***QUESTION 9**

Are you at least 18 years of age?

- Yes
- No

***QUESTION 10**

Did you upload a cover letter as an attachment to your submission?

- Yes
- No

*** Required Question**