

# ALLEGHENY COUNTY AIRPORT AUTHORITY

## Job Description

To Apply, please visit: <http://www.flypittsburgh.com/careers/aca-internships>.

### SUMMARY

The internship position will expose the student to the Sustainability and Natural Resources Department. The intern will receive hands on experience under the direct supervision of the Vice President, Sustainability and Natural Resources.

### RESPONSIBILITIES

- Maintaining and updating Environmental Management System
- Conducting Stormwater Pollution Prevention Plan (SWPPP) Inspections, preparing/revising employee training materials, and providing employee training
- Conducting Aboveground Storage Tank (AST) Inspections, preparing/revising employee training materials, and providing employee training
- Conducting Integrated Contingency Plan (ICP) inspections, preparing/revising employee training materials, and providing employee training
- Participate in Erosion & Sedimentation (E&S) Control Inspections of construction projects
- Participate in the Sustainability Committee Meetings and identify potential “green” projects
- Participate in the Airport’s Recycling Working Group and assist in evaluating ways to improve the current recycling program
- Updating the Environmental and Infrastructure Mapping
- Developing a system for compiling all existing wetland and stream information
- Performs other related tasks as assigned or required.

### KEY COMPETENCIES

- Communication - Proactively conveys a clear, convincing, and timely message; Communicates effectively using two way communication through strong verbal, written, and listening skills
- Strategic Thinking - Thinks “big picture”; Forward thinking and adept at seeing future outcomes and results; Commits to a course of action to accomplish individual, team and organizational goals
- Team Builder - Recognizes the value of team work and being an effective contributor to the team that drives desired results
- Customer Centricity - Aware of customer needs and the prioritization of our customers both internal and external; Makes decisions with customer in mind; Builds strong customer relationships

### REQUIREMENTS

The following requirements list the minimum education to qualify for this job.

- Third year undergraduate from an accredited four-year college or university in Biology, Ecology, Environmental Sciences, Environmental Engineering, Natural Resources Management, Sustainability, or a related field.



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**Job Title:** Environmental/Sustainability Intern

**Last Updated:** 3/2/2017

- Must maintain a cumulative G.P.A. of 3.0 or greater.

### **SUPERVISION EXERCISED/ RECEIVED**

None/Receive direct supervision from the Vice President, Sustainability and Natural Resources.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and depth perception. Must be able to understand and speak clearly in English.

### **CONDITIONS**

While performing the duties of this job, the intern is seldom exposed to moving mechanical parts that exceed those of standard office equipment. The noise level in the work environment is generally moderate.

### **PRE-EMPLOYMENT BACKGROUND INVESTIGATION**

Must pass a thorough investigation, consisting of a criminal history check (including but not limited to the requirements of CFR 1542.209 and 1542.3), verification of prior employment and performance, reference and credentials checks.

