



Stormwater

MANAGEMENT COMMISSION
LAKE COUNTY, IL

The Stormwater Management Commission (SMC) is seeking 1 intern to assist with administrative support for the SMC Buyout Program. Please visit <https://www.lakecountyil.gov/3973/Flood-Information-and-Programs> to learn more about the program.

The successful candidate will spend time in the field and office under the guidance of SMC staff. The candidate will be involved in three phases of the program **1) Buyout Administrative Support** will involve a variety of tasks to include, but not limited to, homeowner correspondence, project cost tracking, and property transfer assistance. **2) Bid Administrative Support** will include, but not limited to, maintaining bid files, asbestos abatement planning and supervision, bid development and writeup, bid opening, bid tabulation, bid award and rejection notices, reference checks for winning bids, performance bonds, liability insurance, and gathering required documentation for bids. **3) Demolition Project Administrative Support** will include, but not limited to, maintaining demolition files, scheduling demolitions, permit support, notice to proceed checklists, Habitat for Humanity and Recycling/Reuse coordination, site compliance and supervision, site documentation, coordination with other Lake County departments to facilitate utility disconnects, purchase and payment requests, and maintaining accounting and budget balances.

To be successful in this position, candidates must possess a high level of attention to detail, strong written and verbal communication skills, and intermediate level knowledge of Microsoft Office products. The candidate will also possess the ability to work both inside and outside in variable conditions and be willing to engage in limited to moderately strenuous physical activity.

We are looking for candidates who are a graduate of, or current student in, a 2- or 4-year higher education program with an emphasis on water resource engineering, environmental science, biology or a related field. *Experience with ESRI ArcGIS software is highly desirable but not required.* Every effort will be made to provide County vehicles for field use; however, candidates must have their own transportation for traveling to and from field sites, if needed. The candidate must have a valid driver's license and satisfactory driving record.

Candidates will work approximately 40 hours per week for up to 15 weeks. The desired start date is flexible. Class credit may be available for these internships; please check with your academic advisor. Questions should be directed to Jeff Laramy at jlaramy@lakecountyil.gov or 847-377-7709.

Visit our [Prospective Employee](#) page to get additional information on why you should work for Lake County! To learn more about the department you will be working for, visit the [Lake County Stormwater Management Commission Website](#). To learn more about other services Lake County provides and to see some of our employees in action visit our website to view [videos](#). If you need assistance writing your resume we have some tools to help you at our [Human Resources website](#).

Any offer of employment is conditioned on the successful completion of a background screening, drug and alcohol testing, and may include a pre-employment medical exam at a County-approved medical facility, at no cost to the applicant. Lake County is an Equal Opportunity Employer. **NOTE: If COVID guidelines are still in effect at the time of hire, all candidates and staff will adhere to those guidelines.**

To apply for this internship, visit <https://bit.ly/3ry6siz>

Job Location Libertyville, Illinois, United States

Position Type Intern

Salary \$15.00 USD

Applications will be accepted until April 30, 2021