Intern III (OPS)-Energy and Sustainability

General Information

LOCATION: Vary (based out of County Administration Building)
HOURS: Maximum of 24 hours per week
3-8 hours per day Monday - Friday / 8:00am to 5:00pm

Pay Grade: G6

Work performed is considered more complex and involved than work performed at Level II internship. Work classified at this level requires the application of some knowledge and skill. The work is supervised, although there is some level of independence in carrying out assigned duties.

This is a part time, temporary position that may not exceed twelve (12) months.
Hours of work: May not exceed average of 25 hours worked per week in one year.

Working Conditions
Indoor/office environment. Sitting and focusing for long periods of time. Use of computer.

Job Description
Click here for complete job description

Minimum Qualifications
Strong computer skills using MS Word and Excel.

Self starter with the ability to organize assignments.
Pursuing degree in an Energy, Environmental, Engineering, Sustainability, Building Science, Energy Policy field or other related field of study.

Valid Driver's license.

**Position Specific**

**Energy and Sustainability Intern III**

**Work Conditions**
Indoor and outdoor environment. Project work that will include going to properties belonging to Manatee County and conducting inventories, followed up with computer input using Excel spreadsheets. Standing, walking, reaching, climbing, stopping, kneeling, crouching or crawling. Computer work will need concentration and focusing for long periods of time. Some lifting and/or moving up to 25 lbs. Employee will work in outside weather conditions.

**Essential Job Functions:** The Job Duties illustrated are intended only as examples of the types of work performed. Omission of specific duties does not exclude them from the position if work is similar, related or a logical assignment to the position.
Communicates clearly and effectively, both orally and in writing.
Gathers information to track and trend electric and water consumption of Property Management facilities.
Analyzes data on program effectiveness and helps to find workable solutions for current and future projects and systems.
Assists with Asset Inventory system using PenBay InVision, an integrated software, for the geographic inventory system (GIS).
Assists with marketing and communications (presentations, flyers) to promote Energy Conservation and Sustainability to Manatee County employees.
Works emergency situations (including weather and other extreme conditions) as required.
Performs other duties as requested.

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**Agency**
**Manatee County Government**

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**Phone**
(941) 742-JOBS

**Website**
http://www.mymanatee.org