

Position Description

Position Number: 5
Position Title: Civil Engineering for Quabbin Reservoir Watershed Internship - DCR
Location: 100 Winsor Dam Rd, Belchertown, MA, 01007
Duration: June 5 – August 18, 2023

Brief Description of Internship Position:

Applicants interested in gaining hands-on, real-world, experience in the Civil Engineering Section of the Department of Conservation and Recreation, Division of Water Supply Protection (DCR-DWSP), Quabbin Reservoir Watershed. The candidate selected for this position will work directly with DWSP staff to supplement resource and records management efforts associated with the reservoir construction, property boundaries, reservoir yield, meteorological data and more.

In addition, the intern shall provide various type of support for the Civil Engineering Staff. Tasks will vary with the needs of the Engineering Staff and their activities but can include both field and office work. All activities will support the overall effort of Watershed Protection.

Description of Duties and Responsibilities:

- Review, organize and inventory records related to Construction, Property Boundaries.
- Digitize plans, records and documents using a scanner.
- Assist in digital organization – naming, organizing and searching for files.
- Assist with day-to-day office or field-related functions.

Preferred Knowledge and Skills:

- Strong Communication skills, both written and oral.
- Organization skills
- Detail-Oriented
- Demonstrate the ability to work independently at times.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook etc)
- Basic ability to read and interpret construction drawings and other engineering plans.
- Completed coursework in Civil/Environmental Engineering (or related discipline)

Hours per week:

- 8-16 hours per week.
- Once trained, hours can be flexible.