

**Town of Exeter, New Hampshire  
Position Description**

Position Title: Conservation Land Stewardship Intern Department: Planning  
Reports To: Exeter Conservation Commission and Exeter Trails Committee  
FLSA Status: Non-Exempt  
Salary Range: \$12.00/hr.

**Position Duration:** The duration of employment is estimated for 7 weeks at 18 hours/week, however, this schedule is flexible. This is a temporary/seasonal position within the Town's classification plan.

**GENERAL SUMMARY:**

The Exeter Conservation Commission and the Trail Management subcommittee are seeking two (2) qualified interns to assist with stewardship of conservation lands. Time will be split between inspecting and monitoring conservation lands and trail maintenance. Interns will work as a team reporting to the Town's Natural Resource Planner with task oversight provided by the members of the Exeter Conservation Commission and Trail Committee. Applicants must provide their own transportation to and from project sites.

**ESSENTIAL JOB FUNCTIONS\*:**

Conservation land monitoring and inspection involves walking property boundaries, locating and marking boundary markers, inspection of lands for compliance with deed restrictions, meeting with property easement owners, and filing summary reports and photo logs.

Trail maintenance activities includes general trail clean-up, pruning overgrowth, repairing existing bridges and crossing structures, and painting, repairing or installing trail signs and markers.

**PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:**

Significant work toward a Bachelor's degree in natural resources or related studies is preferred. In addition, the preferred candidate will possess the following skills:

- Strong written and organizational skills.
- Capability of orienting through wooded areas using maps, survey plans, and a compass. Familiarity with Global Positioning System (GPS) unit is a plus.
- Ability to safely operate common hand tools for carpentry work such as trail bridge repair.
- Ability to work independently and make decisions in the course of carrying out duties and assigned responsibilities.
- Ability and willingness to present a neat appearance and project a favorable image to the public.
- Familiarity with standard software programs for word processing and data entry.

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

Will spend extended periods performing outside work, subject to all weather conditions and irritants such as biting insects and poison ivy.

Physical demands include: sitting, standing, stooping, and traversing rough terrain.

Requires use of personal vehicle. Successful candidate must have a valid driver's license.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

May 8, 2009