



Stormwater

MANAGEMENT COMMISSION
LAKE COUNTY, IL

The Stormwater Management Commission (SMC) is seeking one full-time long-term (up to 1,000 hours) intern to assist with administrative support for SMC Program Management. **Before applying for this position, please be sure to visit <https://www.lakecountyil.gov/3973/Flood-Information-and-Programs> to learn more about the Voluntary Floodplain Buyout Program. Please note this position is full-time long term up to 1,000 hours. No need to apply if you are unable to work full-time for up to, but not to exceed 1,000 hours.**

The successful candidate will spend the majority of the time in the office with some field visits under the guidance of SMC staff. The candidate will be involved in three phases of the program **1) Program Management Support** will involve a variety of tasks to include, but not limited to, communication and collaboration between SMC and homeowners, stakeholders, and various governmental entities, 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. **4) Other duties as assigned**

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 is a graduate of a 2- or 4-year higher education program with an emphasis on environmental science, geography, urban planning, hazard or disaster (specifically flood) mitigation planning and who have an interest in local and federal government processes. *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.

This is an office position with regular Monday through Friday work hours (for example 8:00am – 4:30pm). Alternative work schedules are available including varying start times with the possibility for remote work opportunities depending on assignment. Candidate will work approximately 40 hours per week for up to 25 weeks, not to exceed 1,000 hours. 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. To apply for this internship, [visit the job posting on the Lake County Website here](#).

Job Location Libertyville, Illinois, United States

Position Type Intern

Salary \$18.00 USD

Applications will be accepted until February 15, 2025