

City of Fernandina Beach  
Job Description

  
City Manager's Signature

5/7/19  
Date

Title: Intern I  
Department: Parks and Recreation  
FLSA Status: Non-Exempt  
Reports to: Parks and Recreation Manager  
Pay Grade: 117

**Minimum Qualifications**

- A. Education and Experience:  
Must be currently a rising senior in high school or enrolled in an institution of higher education and possess at least a 2.0 GPA. A comparable amount of training, education or experience may be considered by the City as a substitute for the minimum qualifications.
  
- B. Certifications:  
A Florida driver's license with a good driving record may be required for some positions.
  
- C. Knowledge, Abilities, and Skills:  
Must have good interpersonal skills, and ability and willingness to learn and apply new skills. Proficiency in Microsoft Office preferred.

**General Description**

Throughout the year based on departmental need, we have paid and unpaid internship opportunities that allow students to assist us in delivering first-class service to the City of Fernandina Beach. Our internships span from one to twelve months. In addition to our competitive pay (if you are a paid intern) and a great work environment, an internship offers many benefits such as introducing students to government service via practical work experience with a flexible schedule, making available a network of professionals in each student's chosen career field and allowing students to apply their academic knowledge in the "real world." Interns work under the direction of the department head or his/her designee.

**Essential Functions**

1. Assists in the identification of native plants in the Greenway and other City parks and prepares voucher specimens.
2. Assists in the identification of non-native plants in the Greenway/City parks; marks for removal as appropriate.
3. Assists in the removal of non-native plants in the Greenway/City parks.
4. Assists with planting of downtown flowers and plant containers.
5. Operate various light grounds-keeping and maintenance equipment.
6. Prepares and maintains correspondence, documents, and reports as directed.

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7. Operates standard office equipment efficiently.
8. Attends and participates in department staff meetings.
9. Reads and interprets manuals to ensure safe and efficient operation of equipment.
10. Complies with OSHA Safety and Health rules and regulations.
11. Performs other duties as assigned.

**Essential Physical Skills**

Acceptable eyesight, hearing (with/without correction), ability to communicate (orally and in writing), moderate lifting and carrying (up to 25 lbs.), reaching, walking, sitting, standing, and bending. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

**Environmental Conditions**

Works inside in an office environment and outside in various weather conditions, with exposure to ultra-violet radiation, pollen, dust, dirt, noise, vibrations, and chemicals (insecticides, herbicides, etc.). Works in or with moving objects.

Key Competencies: Teamwork, Integrity, Safety Awareness, Interpersonal skills, Adaptability, Communication (oral and written).