Prince William County Environmental Health and Safety Summer Internship paid

The Prince William County Department of Finance is seeking candidates for seasonal employment to assist the Risk and Wellness Services team based out of Woodbridge, VA. This position will have the opportunity to work on projects that address environmental compliance and sustainability, occupational safety, and employee health and wellness. The Risk and Wellness Services team works internal to County government, serving a diverse group of employees and departments including Public Works, Police, Fire, Parks & Recreation, Libraries and more providing County personnel with a safe and healthy work environment.

This position will require a combination of field work and office work within the Environmental, Health & Safety (EHS) group. Typical tasks will include, but are not limited to: assistance with environmental and safety inspections and audits, online and in-person training support, providing employees with support on regulatory compliance and best practices, and general office duties such as data tracking and report preparations. This position will shadow EHS Specialists on project plans, inspections, audits, and training services.

The chosen candidate will gain a wide range of job experience, have opportunities to assist personnel on unique and innovative projects, and work with EHS staff that are experts in their field. The candidate will become familiar with state and federal regulations and how they apply to Prince William County facilities including RCRA, SPCC, Clean Water Act, HazCom, and Tier II reporting.

Please send resumes to Simrin Singh ssingh1@pwcgov.org.
For more information, please call 571-235-7680.

General Duties and Responsibilities

- Assist EHS staff with technical work related to a wide range of environmental, safety and wellness initiatives
- Assist EHS personnel during environmental and safety audits and inspections such as:
  - Fuel tank, SPCC and SWPPP inspections
  - Waste management and RCRA compliance
  - Hazard assessments, risk identification
  - Occupational safety assessments adhering to OSHA and NIOSH regulations
- Perform data analysis related to injury and property damage claims to identify trends
- Prepare professional reports and documents and assist in managing internal databases
- Shadow EHS Specialists in the field when investigating incidents to include equipment inspections, compliance inspections, follow-ups and general errands related to ongoing projects
- Assist in creating and delivering engaging and effective outreach and education programs such as creating flyers, PowerPoints and assist in arranging events with departments across the County
Requirements
• Must be 18 years of age or older
• Must have a valid driver’s license with a clean driving record
• Must possess a High School Diploma or equivalent (GED)
• Must be able to communicate effectively in English
• Must be available to work Monday – Friday, 8:00am – 4:00pm (flexible schedule may be accommodated)

Preferences
• Some college coursework in a related field of study (Environmental Science, Health & Safety, Occupational Safety, Environmental Health, Risk Management, Wellness)
• Interest in worker safety and the environment
• Comfort performing duties outdoors in a variety of terrain and weather conditions
• Experience working independently
• Personable, positive, and ability to build strong relationships
• Communicate effectively with personnel with all levels of skill and knowledge
• Experience with collecting data in the field
• Ability to identify tree species native to Virginia
• Proficient in PowerPoint, Excel, Word

Salary & Benefits
• $15/hour
• No benefits