

DELAWARE RIVER AND BAY AUTHORITY

Department: Safety & Environmental
Class Title: Safety & Environmental Intern
Status: **Seasonal**
Reports To: Environmental Program Manager
Location: Cape May, New Jersey

I. POSITION SUMMARY

The **Safety & Environmental Intern** is responsible for but is not limited to cataloging and maintaining the DRBA database for MATERIAL SAFETY DATA SHEETS (MSDS) and reviewing existing MSDS information along with the entry of any new MSDS information received. The intern will assist in the environmental due diligence process including research of environmental issues and review of existing programs in place under the direction of the DRBA Environmental Programs Manager. In addition, the intern will be expected to assist with administrative duties such as copying, filing, and answering phones. The ideal candidate is a college student currently working toward a degree in environmental science or environmental engineering. This position will require at least 15-20 hours per week

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review of the MSDS database
- Complete a report reflecting Initial Review Assessment with path forward
- Bring MSDS database up to date
- Enter any new information during the course of the project
- Determine if materials currently listed are no longer used and not located at any DRBA location
- Determine excess materials that can be disposed of
- Develop waste stream information from MSDS review
- Review purchasing records and determine thruput of materials listed in MSDS database
- Identify Waste minimization opportunities
- Review and entry of Vessel General Permit Reports
- Assist in Storm Water Review and Sampling

III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Excellent oral and written communication skills
- Education in environmental science/environmental engineering, Biology or Industrial Hygiene (preferably both)
- Well-organized
- Self-motivated and able to work independently
- Curious mind and a desire to learn
- Flexible
- Strong Computer skills

IV. REQUIRED EDUCATION AND EXPERIENCE

- Currently at least a Sophomore in Environmental Science, Environmental Engineering or related field
- Valid driver's license

Interested individuals are invited to apply online or submit an application and resume to the address listed below. This position will remain open until filled.

The Delaware River & Bay Authority
Attention: Human Resources Dept.
P.O. Box 71
New Castle, DE 19720
Or Fax to (302) 571-6420

The Delaware River & Bay Authority is an Equal Opportunity Employer (EOE).
www.drba.net