Environmental Services Intern
City of Tempe / Public Works Department – Water Utilities Division

Opening Date: June 20, 2016  Closing Date: Until Filled
First Review: July 15, 2016

Hourly Wage: $12.00 per hour

Work Schedule: Approximately 19.5 hours per week, lasting two semesters. Hours may be assigned Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.

This is a Temporary Non-Benefitted position

Experience & Training: Equivalent to a high school diploma and a student in a college degree program in any of the following degree paths: environmental sciences, water/wastewater, sustainability, communications/marketing, public policy, urban planning, engineering, or related field. Strong written and verbal communication skills in addition to working knowledge of Microsoft Office software are required.

Licenses/Certification: Possession of a valid Arizona driver’s license at the time of hire.

General Responsibilities:

This position will assist with the administration of environmental compliance programs and innovative sustainability initiatives, with particular emphasis on the Tempe Grease Cooperative, the city’s innovative program to partner with Tempe restaurants to effectively manage waste streams and explore the repurposing of commercial waste for use as a renewable energy feedstock.

Essential Job Functions:

- Provide administrative support for the City of Tempe’s Grease Cooperative and its members, including: scheduling, billing, outreach, and recruitment of new members.
- Engage in the distribution of educational material and public outreach on fats, oils, and grease, including the recruitment of new restaurants into the Tempe Grease Cooperative.
- Provide support for special studies and environmental research initiatives.
- Prepare, review, and edit documents and award/grant applications in support of environmental programs and sustainability initiatives.
- Assist in the inspections of non-domestic users of the Publicly Owned Treatment Works and Potable Water System, and other compliance/inspection-related duties as assigned.
- Environmental data entry; scanning and filing of existing hard copy documents; and archiving of environmental records.
- Administrative support functions, including answering phones and greeting customers.
- Other duties as assigned.
Applicant Requirement:

Applicants must be enrolled in a related field of study or be a recent (within the past year) graduate from a related program. Supporting documentation will be required at the time of hire. Applicants should include a one-to-two page writing sample with the submittal of their application.

Requires successful completion of selection process, completion of background investigation, and verification of identity/work authorization.

Submit application AND writing sample to:

Via Mail: City of Tempe Environmental Services
Attn: Cassandra Mac
P.O. Box 5002
Tempe, Arizona 85280

Via Hand Delivery: City of Tempe Environmental Services
Attn: Cassandra Mac
6600 South Price Road
Tempe, Arizona 85283

Via Email: Cassandra_mac@tempe.gov

For questions, please contact:

Cassandra Mac/Management Assistant I
City of Tempe
Environmental Services Section

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Cassandra Mac/Management Assistant I
City of Tempe
Environmental Services Section

An equal opportunity/reasonable accommodation employer
Application For Temporary Employment
An Equal Opportunity Reasonable Accommodation Employer
Public Works Department/ Water Utilities Division

PRINT CLEARLY AND NEATLY IN INK OR USE TYPEWRITER. TITLE OF POSITION: ____________________

ANSWER ALL QUESTIONS COMPLETELY. SIGN THE APPLICATION

1. Name: ____________________ 2. Last 4 digits of Social Security #: ______

Last First Middle In.

3. Address: ____________________

Street - Apt. # City State Zip Code

4. Email Address: ____________________


6. Do you possess a valid Driver’s License? Yes ___ No ___

7. Are you at least 18 years old? Yes ___ No ___ Upon hiring, you may be required to show proof.

8. Are you legally authorized to work in the United States? Yes ___ No ___

9. Are you related to any member of the City Council, City Board or Commission member or any City employee? Yes ___ No ___ If yes, indicate WORK, RELATIONSHIP AND POSITION:

In accordance with Rule 3, Section 301, of the Tempe Personnel Rules and Regulations, no parent (in-law and step), child (in-law and step), or spouse of a regular employee, City Councilmember, Board or Commission member can be hired as a temporary employee within the same department, except as noted in the Rule.

10. Have you ever worked for the City of Tempe? Yes ___ No ___

11. Please list other names you have gone by, so we can verify your previous work experience and/or education:

____________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

12. Dates available: From ____________________ To ____________________. Specify times you are available to work:

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13. EDUCATION: Circle highest grade completed

GRADE SCHOOL 1 2 3 4 5 6 7 8 HIGH SCHOOL 9 10 11 12 COLLEGE 1 2 3 4 5 6

14. HIGH SCHOOL AND INSTITUTIONS OF HIGHER LEARNING

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<th>Name</th>
<th>Dates Attended</th>
<th>Major</th>
<th>Degree or Diploma Obtained</th>
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15. **Professional Registration(s), License(s), and/or Certification(s) you possess that relate to this position:** (Please attach a copy of all certifications/registrations)

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<th>Type of Professional Registration, License, and/or Certification:</th>
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<th>Date Received:</th>
<th>Expiration Date (if applicable):</th>
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16. **EMPLOYMENT HISTORY:**

You may make copies and use as many of these sheets as necessary to continue your employment history.

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years or any additional relevant experience. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

RESUMES MAY NOT BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

DO NOT WRITE "SEE RESUME" OR "SEE ATTACHED" IN THE SPACES BELOW.

Place of Employment or Volunteer Experience: ____________________________ Phone: ____________________________

Address: ________________________________________________________________

Type of Business: ____________________________ Your Title: ____________________________

Supervisor Name/Title: ____________________________

Employment Dates: From ___________ To ___________ Total Time There ________ Year(s) ________ Month

Hours Per Week ______ Starting Wage $_________ per ________ Ending Wage $_________ per ________

Description of Work Performed: _____________________________________________

_________________________________________________________________________

_________________________________________________________________________

Reason for leaving: _________________________________________________________

May we contact this employer if you are considered for the position: Yes _____ No ________
Place of Employment or Volunteer Experience: ___________________________ Phone: ___________________________

Address: ___________________________________________ City ___________________________ State Zip Code

Type of Business: ___________________________ Your Title: ___________________________

Supervisor Name/Title: ___________________________

Employment Dates: From _______ To _______ Total Time There: ___________________________

Month/Year    Month/Year    Year(s) Month

Hours Per Week: _______ Starting Wage: $________ per _______ Ending Wage: $________ per _______

Description of Work Performed: __________________________________________________________

____________________________________________________________________________________

Reason for leaving: ________________________________________________________________

____________________________________________________________________________________

17. Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

□ Yes □ No  If Yes, please explain:

____________________________________________________________________________________

____________________________________________________________________________________

18. Have you ever been convicted of a misdemeanor or felony (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)?

Note: Reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses. Moreover, an excessive number of traffic violations (including minor/civil offenses) should be reported.

□ Yes □ No  If Yes, provide charges, dates and locations:

____________________________________________________________________________________

____________________________________________________________________________________

Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity and the passage of time will all be considered.

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.

I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties
and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

Print Applicant's Name: ________________________________________________________________

Applicant Signature: _________________________________________________________________ Date