

CITY OF TEMPE

Temporary Employment Opportunity



Municipal Utilities Department • Water Utilities Division • 480/350-2668 • www.tempe.gov/jobs

Water Conservation Intern

Municipal Utilities Department – Water Utilities Division

Opening Date: August 5, 2019

Closing Date: Open until the needs of the City are met.

Hourly Wage: \$12.00

Work Schedule: Approximately 19.5 hours per week, lasting two semesters. Main hours are Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Weeknights and Weekend hours will be assigned as needed for community events, festivals, and other outreach initiatives.

This is a Temporary Non-Benefitted position.

Experience & Training:

- Equivalent to a high school diploma and a student in or graduate of (within the past year) a college degree program in any of the following degree paths: environmental sciences, water/wastewater, sustainability, communications/marketing, public policy, urban planning, geology, engineering, or related field.
- Strong written and verbal communication skills
- Working knowledge of Microsoft Office software

Licenses/Certifications:

- Possession of a valid driver's license at the time of hire.

Essential Job Functions:

This position will help support the growth of Tempe's water conservation programs by increasing direct outreach and education to the public and assisting with the creation of landscape water budgets using water consumption data collection, research, and analyses. Interns will be provided with educational opportunities to learn more about water resources, water conservation, and public sector work.

- Engage in the distribution of educational material and public outreach on water conservation and efficiency, including the recruitment of new participants in rebate programs, water conservation classes, and school education programs.
- Lead hands-on educational activities on water conservation and resources topics for members of the public of all ages at local tabling events, festivals, school programs, and more.
- Provide administrative support for Tempe Water Conservation Programs, including scheduling, outreach, research, and recruitment of program participants.

- Support the creation of customized water budgets by researching and consolidating water consumption for multiple water meters and measuring different types of irrigated landscapes using online GIS programs.
- Prepare, review, and edit documents for grant applications in support of water conservation programs and initiatives.
- Assist Specialist and Program Assistant with residential home and landscape water consultations.
- Assist with water conservation workshops for adults.
- Provide support for special studies and research initiatives related to water conservation, including possibly reviewing water use data over time to determine the effectiveness of different water conservation programs.
- Perform data entry, including the scanning and filing of existing hard copy documents, archiving documents, and transferring information from forms and surveys into digital spreadsheets.
- Provide administrative support functions, including answering phones and greeting customers.
- Other duties as assigned.

Applicant Requirement:

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

SUBMIT APPLICATION AND SUPPLEMENTAL QUESTIONS TO:

**City of Tempe
City of Tempe Water Conservation
Attn: Tina Sleeper
P.O. Box 5002
Tempe, Arizona 85280**

**For questions, please contact:
Tina Sleeper / Water Conservation Coordinator
480-350-2668 or tina_sleeper@tempe.gov**

EQUAL EMPLOYMENT OPPORTUNITY: *The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The City does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the City will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request a reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.*

Supplemental Questions:

1. Describe your experience working with members of the public and providing customer service. Describe your role and the number of years in the role.
2. Please describe your experience using Microsoft Office Suite software, such as Word, Excel, and PowerPoint? List the different software types and your proficiency level including specific examples?
3. Please describe projects and responsibilities that you've had involving detailed work with numbers or data entry. Describe your role and length of time in that role.



City of Tempe / Application for Employment

The City of Tempe is an Equal Opportunity / Reasonable Accommodation Employer.

The City of Tempe Promotes a Drug and Alcohol Free Workplace.

DIRECTIONS:

Read the recruitment bulletin before completing this application - request a copy if not provided. Answer all questions completely including any supplemental forms. Type or print neatly. Sign this application and all other forms.

1. Position Applying For: _____
2. Name (Last, First, Middle Initial): _____
3. Last 4 Digits of Social Security #: _____ Email Address: _____
4. Mailing Address: _____
Street City State Zip
5. Phone Number: BEST CONTACT # _____ ALTERNATE #: _____
6. Valid Driver's License Yes No
7. Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? Yes No
8. Have you ever worked for the City of Tempe? Yes No If Yes, from _____ (Mo/Yr) to _____ (Mo/Yr)
 If you are a current City of Tempe employee, are you: Temporary? Regular?
 Have you completed your initial probationary period? Yes No If yes, when _____
9. Type of position you will accept: Full Time Part Time Regular Temporary
10. Do you have a High School Diploma or equivalent? Yes No If no, highest grade completed: _____
11. May we contact your current employer if you are considered for hire/promotion? Yes No

If you are claiming Civil Service Preference for Veterans under ARS 38-492, you must submit a copy of your DD214 (Member-2 or 4) at time of application.

DO NOT WRITE BELOW THIS LINE - TURN PAGE AND CONTINUE

Q NQ A B C

HR Review _____ Date Department Review _____ Date

Proof of Education and/or Professional Registration(s), License(s), and Certification(s) will be required prior to hire/promotion.

12. Education from an **Accredited** College/University:

College:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

13. Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

14. Professional Registration(s), License(s), and/or Certification(s) you possess **that relate to this position:**

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

15. Special training **that relates to this position:**

--

16. List computer software program(s) with which you are proficient in operating **that relate to this position:**

--

17. List equipment with which you are proficient in operating **that relate to this position:**

--

18. Language Proficiency (Other than English):

--

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.

Employer:	Type of Business:
City & State:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
City & State:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

RESUMES MAY NOT BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

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

Employer:	Type of Business:
City & State:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
City & State:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

19. Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee?
 Yes No If Yes, indicate his/her Name, Position and Relationship to you:

20. Have you ever been terminated for cause or forced to resign from a position for misconduct or unsatisfactory service?

Yes No If Yes, please explain:

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: _____