

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

Opening Date: August 18, 2017 **Closing Date:** Until Filled
First Review: September 1, 2017

Hourly Wage: \$12.00 per hour

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 in addition to working knowledge of Microsoft Office software are required.

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

General Responsibilities:

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.

Essential Job Functions:

- 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 with residential home and landscape water audits.
- 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. Verification of enrollment in a college, university or technical program or date of recent graduation is required upon hire.

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.

Submit application and answers to the Supplemental Questions to:

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

Via Email: Tina_Sleeper@tempe.gov

For questions, please contact:

Tina Sleeper /
City of Tempe, Water Conservation Program
Conservation Program Coordinator – Public Works
Tina_Sleeper@tempe.gov
(480) 350-2668

An equal opportunity/reasonable accommodation employer



City of Tempe – Temporary Employment Application

Last Name:		First Name:		MI:
Street Address:			City, State, Zip	
Phone Number:		E-Mail Address:		

Position(s) applying for _____

Do you possess a valid Driver's License (may be required for certain positions)? Yes No

Your age group is? 15-17 years 18-20 years 21 years+

Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? Yes No

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

If yes, from _____ (mm/yy) to _____ (mm/yy)

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, please indicate his/her name, position, and relationship to you:

To assist us with verifying previous work experience and /or education, please list other names you have gone by:

Are you a veteran? Yes No

NOTE: 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 the time you are invited to a testing process.

Dates available: From _____ To _____

Please specify times you are available to work on the chart below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Have you obtained a high school diploma or a high school equivalent certification? Yes No

If no, please indicate your highest grade level completed _____

Education from an accredited College/University:

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

Trade and/or Technical Schools:

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

Certification or Registration (CPR, First Aid, Adv. Lifesaving, Lifeguard Training, W.S.I etc.)

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

Special training *that relates to this position*:

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

Language Proficiency (other than English):

Language:	Speak:	Read:	Write:
	<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	<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	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

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

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours Per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours Per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience:		
Address:	Phone:	
Job Title:	Employees Supervised:	
Supervisor (Name/Title/Phone):		
Employment Dates (mm/yy):		
Hours Per Week:	Wage: \$	per
Work Performed:		
Reason for Leaving:		

Have you ever been requested 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.		
<p>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.</p>		
Print Applicant's Name	Applicant Signature	Date

<u>FOR ADMINISTRATIVE USE ONLY</u>	
Job Code: _____	Cost Center: _____
Title: _____	Hourly Wage: _____
Supervisor: _____	Weekly Hours: _____