

## Essential Functions

Interns will provide critical research, analysis, and administrative support to the Solid Waste Program. Functions include: council approved solid waste program implementation; research and development of solid waste innovations and efficiency strategies; and Resource, Innovation, and Solutions Network (RISN) implementation. Interns will be expected to:

- Develop strategies for reducing waste sent to the landfill
- Conduct research, statistical studies and analysis specific to waste diversion
- Identify programs focused on waste reduction at city facilities
- Assess options for sustainable land reuse opportunities for closed landfills
- Conduct surveys, collect information, analyze findings, make interpretations and recommendations to staff
- Compile data and prepare reports as requested by Solid Waste management team



Interns Jessica Yates and Eduardo Rodriguez work on projects that increase the operations' efficiencies. Yates has an MBA from Grand Canyon University and Rodriguez has an MS from Arizona State University.

## Mission

*We will make Phoenix a vibrant place to live, work, and visit by preserving our natural resources through environmental stewardship and quality resource management to provide a healthy and safe community for future generations.*

In 2013, the department launched its waste diversion initiative, Reimagine Phoenix, with a citywide goal of diverting 40 percent of trash from the landfill by the year 2020 by considering how we reduce, reuse, recycle, reconsider, and reimagine healthy consumption habits to minimize waste in our daily lives.

Public Works is committed to creating a sustainable Phoenix through:

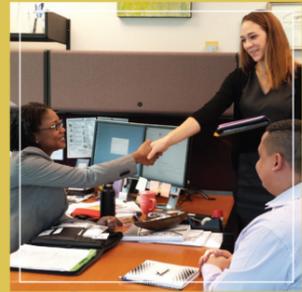
- Positive resource management
- Implementation of innovative solutions
- Increasing education and community outreach
- Creating partnerships with regional, public, and private sector organizations

### More information:

[phoenix.gov/publicworks](http://phoenix.gov/publicworks)  
and click on "Solid Waste Internships"

[ReimaginePhoenix@phoenix.gov](mailto:ReimaginePhoenix@phoenix.gov)

We are looking  
for the best and  
the brightest



## SOLID WASTE ADMINISTRATIVE INTERNSHIP



## Solid Waste Administrative Internship

Established in 2011, the Solid Waste Administrative Internship Program attracts graduate level students interested in a solid waste, sustainability and environmentally focused career within the public sector. Interns assist management staff in researching and implementing innovative solid waste practices designed to increase operational efficiency within the program and enhance solid waste services for customers.

The internship is open to talented individuals holding a Master's degree, or those who will satisfactorily complete all coursework for a Master's degree by completion of the internship.

**Apply at:** [phoenix.gov/jobs](http://phoenix.gov/jobs)  
resume and cover letter required

## Required Knowledge, Education, Skills and Abilities

### Knowledge of:

- Research and design techniques, methods and procedures
- Data collection and survey research techniques
- Principles and practices of office management

### Ability to:

- Produce written documents in English with clearly organized thoughts using proper sentence construction, punctuation and grammar
- Work cooperatively with other city employees and departments
- Comprehend and make inferences from material written in the English language

### Additional Requirements:

- Actively enrolled in a Public Administration, Sustainability, and/or related Master's Program at an accredited college/university
- 1 Consecutive year commitment
- 20 hours of work per week

## Who We Are

The Public Works Department's Solid Waste Division handles the proper collection and disposal of trash, recyclables and green organics for more than 390,000 households. The Solid Waste Division is composed of three sections:

- **Field Services:** Collects over 700,000 tons of residential garbage, recyclables, and green waste every year.
- **Diversion and Disposal Management:** Responsible for operating transfer stations and landfill operations; operating waste stream minimization programs, such as recycling and green organics; and planning, designing and monitoring environmental remediation.
- **Customer Engagement Services:** Responsible for specialized solid waste collection, community engagement, code compliance, billing and customer care.

