



City of Milpitas

Student Intern

(Public Works Department – Solid Waste and Sustainability)

Salary

\$17.20 - \$26.62 Hourly

Job Type

Temporary/Seasonal

The Opportunity

The Public Works Department is seeking a highly motivated and dedicated intern to support the City's innovative solid waste, recycling, and sustainability programs. Hours are not to exceed 20 hours a week. We are seeking creative and dynamic individuals that are eager to help us advance our programs and make connections within our community to increase participation in the City's environmental programs.

Solid Waste Program

The Intern will assist City staff in maintaining and engaging in programs to increase participation in the City's solid waste programs, and in educating the community and local businesses to encourage proper recycling and diversion. Familiarity with recycling and solid waste management regulations and policies is preferred but not required.

Sustainability Program

The Intern will work other City staff and with regional partners to develop and deliver educational programs and resources to help Milpitas residents and business focused on electrification of existing homes and other actions to reduce carbon footprint. This will include developing education materials, conducting outreach and community engagement, as well as working directly with participating residents to develop a carbon reduction roadmap for their homes. Familiarity with climate change and clean energy programs and policies is preferred but not required.

Duties may include, but are not limited to the following:

- Perform a variety of technical, administrative, and analytical assignments.
- Perform research and statistical analyses; prepare summary reports.
- Analyze quantitative data for management evaluation purposes.
- Prepare and present factual and statistical data and make recommendations in written, graphic, and/or oral form.
- Research of government rules, policies, programs, regulations, and procedures.
- Assist in community education and outreach (tabling at events, drafting newsletters, articles, email blasts, social media, etc).
- Experience or interest in graphic design is desired but not required.
- Assist in special events coordination and staffing at special events.
- Assist in route reviews and various field work.
- Answer phone calls and emails from residents.
- Participate in special projects as assigned.

Minimum Qualifications

Experience:

Work experience not required.

Education:

Current students enrolled in an accredited college/university pursuing an Undergraduate (including Associates) or Master's degree in Environmental Sciences or a closely related field. Student Interns must be enrolled in order to qualify. Verification of enrollment must be included with application in order to be considered.

Supplemental Information

Possession and maintenance of a valid California Driver License may be required.

Essential duties require the following physical abilities and work environment:

- Ability to work in a standard office environment.
- Ability to travel to various locations within and outside the City of Milpitas.
- Ability to be on their feet for an extended period of time to collect data in an outdoor environment within Santa Clara County.
- Ability to occasionally lift 10 – 50 lbs.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

To Apply

Submit resume and cover letter with a Subject Line that is labeled: "Public Works Intern Application" to Myvan Khuu-Seeman at mkhuuseeman@milpitas.gov. Applications are due by **Friday, May 17, 2024 at 5pm**.

Selection Process

Candidates will be screened and reviewed by **May 24, 2024** and the top candidates will be invited to participate in our interview process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

Benefits

This is a temporary, unbenefited position and is not represented by any of the City's bargaining units.

We encourage you to check us out at: <http://www.milpitas.gov/>