



**PIERCE COUNTY**  
invites applications for the position of:

## **Multifamily Recycling Outreach Program Internship**

**SALARY:** See Position Description

**OPENING DATE:** 03/16/16

**CLOSING DATE:** 04/03/16 12:00 AM

**DESCRIPTION:**

**SALARY RANGE: \$18.00 Per Hour**

**THIS IS A TEMPORARY EXTRA HIRE POSITION WITH NO BENEFITS**

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**The position is expected to work between 16-24 hours per week initially, with an increase in hour in the summer.**

**ABOUT THE DEPARTMENT**

Public Works strives to support a *livable Pierce County where people choose to live, work and play*. Public Works infrastructure, facilities and services protect the environment, improve public health and safety, contribute to economic vitality, and enhance the quality of life in our community. Pierce County Public Works is responsible for the maintenance, operation, preservation and improvement of 1550 miles of county roads with 145 bridges, a regional sewer system with 100 pump stations and over 700 miles of pipe, a regional stormwater system with 67 miles of levees and over 500 ponds, solid waste facilities, ferries, and airports. Learn more about us at [Public Works 101](#).

**POSITION SUMMARY:**

**Pierce County Public Works, Sustainable Resources Division**, is accepting applications for the Multifamily Recycling Outreach Program. **This is a part-time, temporary job position for spring and summer, 2016.**

This position will provide outreach to multifamily residents and property managers, and coordinate those outreach efforts with Pierce County and the regional waste service providers. This position will play an active role in engaging multifamily communities and property managers in Pierce County in waste reduction efforts. **This position will spend 70% of time driving to and between multifamily properties and 30% in the office. Responsibilities include:**

- Meeting with property managers to discuss outreach materials designed specifically for multifamily residents.
- Distributing outreach materials to multifamily residents.
- Coordinating with regional waste service providers to provide support and outreach consistency to multifamily properties.
- Learning and understanding Pierce County's waste reduction messages to communicate to residents and property managers the social, environmental and financial benefits.
- Maintaining accurate databases for tracking current and potential property partners and information requests. Work with peers to track and report feedback on outreach efforts.
- Performing general office duties (filing, data entry, mailings, photocopies, etc.) as needed to complete responsibilities.
- Attending staff trainings on waste issues when relevant and possible.
- Assisting with special projects as needed.
- Potentially attending summertime multifamily property events and staffing a recycling display; researching additional community event outreach opportunities to connect with multifamily residents.

**For Questions Contact:**

Bob Dieckmann  
Sustainable Resources Project Coordinator  
Pierce County Public Works  
253-798-4139

**QUALIFICATIONS:****QUALIFICATIONS**

- Strong communication skills and the ability to effectively articulate ideas and concepts through written communication and individual conversations and correspondence.
- Community outreach and education interest and experience.
- Good listening and documentation skills.
- Attention to detail.
- Organization skills with an ability to prioritize and meet deadlines.
- Ability to interact respectfully with diverse groups of people in a variety of settings.
- Ability to work independently and as part of a team.
- Ability to work scheduled hours and arrive on time. Hours may include some evenings and weekends (summer).
- Proficiency in Microsoft Word, Excel, and Internet.
- Be at least 18 years of age.
- Must have or be able to obtain a drivers' license.
- Provide a driving abstract. ***(If selected for an interview applicants should be prepared to obtain a current "Complete" version of their driver abstract)***
- Be able to read and follow verbal and written instructions.
- Be safety conscious.
- Must be available to work for the duration of the project.
- Ability to perform physical requirements of the job.
- Be able to lift at least 50 pounds.
- At the time of hire applicants must provide proof of eligibility to work in the United States.

**SUPPLEMENTAL INFORMATION:**

**To be considered for this opportunity please:**

**Complete and submit an online Pierce County Employment Application.**

- If you do not have internet access, you may visit your local public library or any WorkSource location and use their computers.
- Individuals needing accommodation in the application, testing process or need this job announcement in an alternative format you may call Human Resources at (253) 798-7480, at least two days prior to the need.

This is a competitive selection process. Your application form will be reviewed and evaluated for the quality and quantity of education/experience in the areas listed. Applicants whose qualifications most closely correspond to the County's needs will be eligible for further consideration. Notification of application status normally occurs 4 to 6 weeks after the closing date. Short notice may be given to applicants to participate in further selection processes which may include written, oral and performance examinations, and final interviews.

As an Equal Employment Opportunity Employer, Pierce County welcomes a diverse workforce. Pierce County does not discriminate based on race, creed, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.piercecountywa.org/jobs>

Position #PWIntern2016-0005  
MULTIFAMILY RECYCLING OUTREACH PROGRAM INTERNSHIP  
CJ

Pierce County Human Resources  
615 S 9th Street

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Tacoma, WA 98405  
(253) 798-7480

[pchumanresources@co.pierce.wa.us](mailto:pchumanresources@co.pierce.wa.us)

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**Multifamily Recycling Outreach Program Internship Supplemental Questionnaire**

- \* 1. Please submit a resume, which must include references, and a letter of interest with your application. In your letter of interest, please include in a hundred (100) words or less why you believe you are the most qualified candidate for this position and why you want this position. Did you attach your Resume, References, and Letter of Interest?

Yes

No

\* Required Question

