

CITY OF TEMPE

Temporary Employment Opportunity



Public Works Department • Field Operations Division • PO Box 5002, Tempe, AZ 85280

Solid Waste Data Specialist

Public Works Department – Field Operations Division

- Opening Date:** November 8, 2018
- Closing Date:** Open until filled / First Review: December 7, 2018
- Salary:** \$15.93 per hour
- Work Schedule:** Part Time not to exceed 19.5 hours/week
Flexible hours Monday through Friday, between 5a.m. and 5p.m.

This is a Temporary Non-Benefitted position
Anticipated position duration: not to exceed 2 years

The Solid Waste Data Specialist will actively support and uphold the City's stated mission and values. The Solid Waste division utilizes a GIS (Geographic Information System) mapping system to service over 35,000 residents and customers. This position will perform a variety of routine and complex technical GIS duties involved in the support of the Solid Waste GIS database.

Education: Course work in GIS required

Experience: Proficiency in Microsoft Office and GIS is required. Experience creating and entering data into Microsoft Excel spreadsheets required. Experience working with routing and collecting data preferred.

Licenses/Certifications: None required.

Essential Functions:

Duties may include but are not limited to the following:

- Create and update GIS maps.
- Assist with routing and rerouting Solid Waste operations.
- Create daily reports using GPS software.
- Check in/out city equipment.
- Perform related duties as assigned.

Applicant Requirement:

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

Supplemental Questions:

1. Describe your experience or training using ARC GIS. Please include your role and length of time in that role.
2. Describe your experience doing data analysis including your role and length of time in that role.
3. Describe your experience preparing reports including types of reports, your role and length of time in that role.

SUBMIT APPLICATION AND ANSWERS TO SUPPLEMENTAL QUESTIONS TO:

Via Email: Cody_Lowe@Tempe.gov

Via Hand Delivery: City of Tempe
Public Works / Field Operations Division
55 S. Priest Drive
Tempe, Arizona 85281
Attn: Rebecca Orta

Via Mail: City of Tempe
Public Works / Field Operations Division
P.O. Box 5002, Tempe, Arizona 85280
Attn: Cody Lowe

For questions, please contact:

Cody Lowe, Business Systems Supervisor
E-mail: Cody_Lowe@Tempe.gov
(480) 350-8121

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: _____