



POSITION: Recycling and Solid Waste Project Assistant (Graduate Intern)
DATE: June 5, 2006
AGENCY: Waukesha County Department of Parks and Land Use
Land Resources Division – Recycling and Solid Waste Office
1320 Pewaukee Road, Room 260
Waukesha, Wisconsin 53188-3868
CONTACT PERSON: Karen Fiedler, Solid Waste Supervisor
262-896-8014
kfiedler@waukeshacounty.gov

Position effective immediately- no benefits. 24- 40 hours per week, flexible. Pay Range is \$9.99 - \$12.91 per hour. Opportunity to gain experience working with a local solid waste management agency.

The county coordinates recycling for 25 municipalities, owns a privately operated Materials Recycling Facility (MRF), coordinates a municipal yard waste composting program, and operates an ongoing Household Hazardous Waste (HHW) program under private contract. The intern will provide assistance with recycling facility tours, education and outreach programs, website updates, program reports, and special projects.

Duties: Conduct recycling presentations and tours, conduct business compliance inspections and follow up, promote on-site yard waste management, update spreadsheets, compile reports, coordinate mailings, write and distribute brochures and newsletter articles, create graphics, develop and distribute displays, and update website.

Qualifications: Bachelor's degree in environmental science, public administration, communications, education or a closely related field. Good organizational skills, word processor and spreadsheet proficiency (webpage maintenance a plus), understanding of solid waste management principles, and strong communication skills necessary. Bilingual skills a plus.

Apply with resume only to: **Waukesha County Human Resources**
1320 Pewaukee Road, Room 160
Waukesha, WI 53188
www.waukeshacounty.gov
Fax: (262) 896-8272
Email: jobapplication@waukeshacounty.gov.