



## TRAVIS COUNTY - TRANSPORTATION AND NATURAL RESOURCES

### **ANNOUNCEMENT TO: *Students and Professors***

**Closing Date: 5/28/2018**

**Seeking Applicants for *Mickey Leland Environmental Internship at Travis County*–**

***Program Note:*** The Mickey Leland Environmental Internship program and application process is coordinated through the Texas Commission on Environmental Quality (TCEQ). The program provides summer internship opportunities for minorities, women, and economically disadvantaged students pursuing environmental, engineering, science-related, and public administration careers. The Travis County Natural Resources and Environmental Quality Division will sponsor one internship position for the summer of 2018.

### **Internship Description:**

Travis County Transportation and Natural Resources Department is seeking to hire one (1) intern to work within the Environmental Quality Program. The intern will assist Environmental Quality (EQ) and Parks staff with solid waste/recycling projects within Travis County Parks. The ideal outcome would be a report containing recommendations on improving existing recycling and solid waste management within individual parks as well as plans for expanding the recycling program to parks currently without this service. This report would then be presented to upper management. Depending on qualifications of the selected candidate, activities may include some or all of the following:

- Work with County Parks and EQ staff to get an overall assessment of the Travis County Parks solid waste and recycling program in each park;
- Perform site visits and collect data in the field regarding illegal dumping and other solid waste issues on County Park property using devices such as a GPS and a digital camera;
- Perform visual waste audits and gather data for evaluation of individual parks recycling programs;
- Prepare sitemaps and make recommendations for increasing visitor access and use of recycling bins in parks;
- Create educational materials to raise awareness and participation in parks recycling program;
- Attend occasional weekend events at parks and educate visitors about recycling;
- Research park solid waste plans and best practices;
- Office tasks to support activities of division staff such as mailing distributions, large copy projects, and review of draft documents;
- Work outdoors;
- Ability to operate a County vehicle for applicable assignments.

### **Qualifications:**

A well-qualified candidate will demonstrate/meet the following:

- Knowledgeable about recycling and solid waste management. Understanding of solid waste management in public venues is a plus.
- Excellent written, oral, and visual communication skills. This includes the ability to communicate successfully with staff members as well as the public.
- Experience using office tools such as email, printers, scanners, software (Word, Excel, Access, PowerPoint, Outlook, Adobe), including the use of a GPS device.
- Experience and interest organizing and manipulating large sets of data through Microsoft Access/Excel or other software.
- Keen attention to detail with motivation to develop and ensure quality work products.

- The person must be able to work outdoors in extreme temperatures with all types of weather and including extensive periods walking/hiking on rough terrain.

A valid Texas driver's license.**Student Learning Opportunities:**

The intern will gain hands-on experience working on complex environmental issues within a fast-growing urban county. Additionally, the candidate will gain general knowledge of skills and abilities needed to be useful in public sector environmental work, particularly with regard to solid waste management in public use areas. The intern will spend a majority of their time in Travis County parks getting a great deal of exposure to what it takes to manage publicly owned and maintained property. They will gather data and present recommendations to upper management giving them experience in day-to-day activities of a governmental position.

**Salary, Time Commitment, and Work Location:**

The salary will be commensurate undergraduate or graduate education level. The intern will work from approximately 20 hours up to a maximum of 40 hours per week starting in May 2018 and continuing through August 2018. The with exact dates and days and times to be determined up to a maximum of 412 total hours, with work on weekdays (M-F) with a few days on the weekends. The primary work location will be in downtown Austin at 700 Lavaca Street suite 500 with frequent travel to County parks. Travis County does not provide parking for interns.

**General Background:**

Travis County's Environmental Quality Program is tasked with directing County programs for environmental protection, stormwater management, air quality protection, pollution prevention, and waste reduction/resource conservation in County business facilities and parks.

**How to Apply:**

Applicants must meet the eligibility requirements for the Mickey Leland internship program. To apply, send a resume and cover letter to [conserve@traviscountytx.gov](mailto:conserve@traviscountytx.gov).

*For questions or to apply, interested students should contact:*

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