

Consolidated Utility District (CUD)

GIS Intern Job Description

Position Title: GIS Intern

Position Hourly Requirements: The weekly requirements are 10-20 hours flexible within Monday through Friday 7:30am to 4:30pm. This is a paid internship with an hourly rate ranging from \$10-12 per hour dependent on qualifications.

Position Description This position is created to give a student who is currently enrolled in an accredited Geology, Civil Engineering or related program the opportunity to get an overall view of how GIS (Geographic Information System) and GPS (Geographic Positioning System) is utilized and incorporated into a fast-paced and technologically-oriented utility company. This includes but is not limited to learning about and assisting with performing GPS surveying activities to collect precise location data of the District's water and sewer facilities, importing the collected data into the District's Geographic Information System (GIS), and editing the data to depict the as-built facilities in a mapping format consistent with generally accepted industry standards. This intern position is held within the Engineering Department and reports to the Engineering Manager.

Major Responsibilities:

- Conduct and assist on several data related phases of utility mapping projects
- Conduct and assist in data collection, database entry, and data processing
- Analyze, review, and edit data to depict the as-built facility in a mapping format generally accepted industry standards
- Collaborate in creating maps
- Work in both indoor and outdoor environments and complete work that has various physical demands

Required Qualifications:

- Currently enrolled in an accredited Geology, Civil Engineering or related program
- Completed Intermediate GIS or equivalent course
- Completed introductory statistics course
- Minimum GPA of 3.2
- Ability to work with multiple types and forms of data, including gathering, analyzing, and interpreting data
- Ability to work on projects that are narrow in scope
- Highly motivated with excellent written and oral communication skills

- Strong technical aptitude including the ability to quickly and efficiently learn applications, systems, policies, and procedures
- Basic knowledge of GPS
- Basic knowledge of Microsoft Excel
- Ability to work both independently and on team assignments
- Ability to resolve problems and/or complaints
- Ability to deal courteously with the public
- Ability to establish and maintain effective working relationships

Preferred Qualifications:

- Completed Advanced GIS or equivalent course a plus
- Familiarity/experience using ESRI ArcGIS software a plus
- Familiarity/experience using Trimble GPS data collection devices a plus
- Familiarity/experience with computer networks and servers a plus
- Basic knowledge of construction terminology and techniques
- Knowledge of computer networks and servers

Physical Demands:

The physical demands described herein are representative of those that must be met by an intern to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in the office and field settings with exposure to loud noise, outside elements, dust, dirt, grease, etc. The office setting is under generally favorable working conditions. Field work involves risks or discomforts which require special safety precautions, e.g., working under extreme outdoor weather conditions, working around moving parts, machines, irritant chemicals, etc. An intern may be required to use protective clothing or gear such as masks, coats, goggles, gloves, or shields. Field work requires some physical exertion such as walking, climbing, bending, stooping, stretching, or similar activities.

- Sit at a desk or table
- Intermittently sit, stand or stoop
- Frequently stand and walk both indoors and in external weather conditions
- Frequently bend, crouch or stoop
- Frequently enter and exit vehicles
- Climb fences and ladders
- Frequently lift light objects
- Use of tools and equipment requiring a high degree of expertise
- Distinguish between shades of colors