



## POSITION DESCRIPTION GEOGRAPHICAL INFORMATION SYSTEM (GIS) INTERN

<b>DEPARTMENT:</b>	Engineering	<b>FLSA STATUS:</b>	Non-Exempt
<b>SECTION/GROUP:</b>	Engineering	<b>GRADE:</b>	N/A
<b>REPORTS TO (Title):</b>	Engineering Supervisor	<b>PAY RATE:</b>	\$20.00 per hour
<b>SUPERVISES (Titles):</b>	N/A	<b>SCHEDULE:</b>	7am – 4pm M-F, Summer only

---

---

### POSITION SUMMARY

Under general supervision, intern collects and integrates field-based data for various utilities assets; creates and maintains geospatial data utilizing the Utilities' Geographic Information System (GIS) software; collaborates with Utilities GIS team as well as staff from various departments within the Utilities; assists with developing work plans and daily scheduled to meet the goals for the project.

### JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential functions of the position include, but are not limited to the following:

- Actively supports Austin Utilities' mission, goals, objectives, and strategies, and promotes them within the utility. Exhibits personal and professional integrity at all times, consistent with the organization's mission, vision and values.
- Applies Geographic Information System (GIS) techniques to develop internal and external reports.
- Collects, updates, and integrates geospatial data from the field to existing GIS datasets.
- Communicates and collaborates with Utility departments to address and resolve GIS related services and/or issues.
- Prepares and maintains comprehensive records and files.
- Conducts technical research as required.
- Performs other related duties.
- Works with other utility departments and governmental offices in maintaining GIS databases and maps.
- Follows established departmental policies and procedures
- Maintains good attendance and punctuality

- Listens and communicates in an alert, positive, respectful and supportive manner with customers, co-workers, supervisors and other departments.
- Works appropriately with persons of varied races, ages and ethical and sociological backgrounds.
- Assumes personal responsibility for professional development and ongoing education to maintain proficiency. Communicates self-development and learning needs to supervisor.
- Maintains a clean and safe work environment and recognizes unsafe working conditions. Ensures the proper safety practices, job briefings, and safety attitudes at the job site. Utilizes proper body mechanics and maintains ergonomically correct position in work area.
- Maintains skills and knowledge in the proper and safe techniques for performing job functions.
- Performs other duties as assigned by department supervisor/director.

#### **PERIPHERAL DUTIES**

- Serves as a member of various organizational committees and attends meetings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **MINIMUM QUALIFICATIONS**

##### ***Education and Experience:***

- A) Currently enrolled in a Cartography, GIS, Geography Bachelor's program or related field from an accredited college or University. A full-time four-year college student, a graduate student, or within one year of graduation date majoring in GIS, Geography or related field;
- B) Must have ample knowledge of computer software such as GIS, AutoCAD, Microsoft Office applications;
- C) Basic knowledge of mapping techniques and methods.

##### ***Necessary Knowledge, Skills and Abilities:***

- A) Post-secondary grade point average of at least 2.50;
- B) Proficiency in ArcMap and/or ArcGIS Pro and MS Office applications (Excel, Word, Access, etc.);
- C) Quantitative data analysis;
- D) Basic principles of mathematics, geography, and cartography;
- E) Good communication and organizational skills.

##### ***Special Requirements:***

- A) Must possess a valid Minnesota driver's license and acceptable driving record;
- B) Must be physically capable of moving about on construction work sites.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including CAD/GIS, word processing, spreadsheet, and database software; copy machines, aperture card reader; plotters, surveying equipment, pipe to soil electrodes, short detectors, digital multimeters; engineering calculator; motor vehicle; phone; mobile radio.

## **REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS**

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

Work is performed occasionally in outdoor settings requiring the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. This position will be called upon in emergency situations at any time or date, based on such an emergency. The employee occasionally works near moving mechanical parts, around heavy equipment, overhead and underground construction and excavations. The employee is occasionally in precarious places and is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is typically moderate.

**The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.**