

Eagle Mountain City GIS Internship 2017

Position: GIS Intern

Department: Engineering

Salary: \$9-11 p/h

Hours Per Week: 20 - 40

Internship Duration: Summer

*****If interested and qualified please apply on www.emcity.org send resume to jalvarez@emcity.org *****

Internship Summary:

Under the direction of the City Engineer and in collaboration with the GIS technician, perform GIS and other associated functions.

Example of Duties & Responsibilities:

The following duties are expected to be assigned to this position, although other related tasks may be required.

- Collect information from field sites, including the utilization of global system positioning system (GPS) surveying/mapping.
- Input information into database.
- Conduct analysis of GIS data.
- Operate GIS and standard office software, hardware, and associated peripheral devices including CAD, GPS, plotters, scanners, etc.
- Assist with the preparation of maps, reports, charts, plans, specifications, and other documents by computer entry and retrieval.
- May need to respond to on-site inquiries from citizens regarding work being performed out in the field.
- Read and interpret maps and diagrams of municipal facilities.
- Duplicate, assemble, and collate materials.
- Operate light truck or other Class D vehicle to conduct field research or other tasks.

Requirements:

Education/Training/Other Requirements:

- Currently enrolled as a student in good standing at an accredited college or university in pursuit of a 4-year degree with a major in Engineering, Geographic Information Systems (GIS), Geography, or other related field.
- Valid driver license with good driving record.
- If offered employment, must pass a driving record review, criminal background check, and drug screen.

Required Knowledge, Skills and Abilities:

- Knowledge of the current principles, methods and technologies related to Geographic Information Systems (GIS).
- Knowledge of Microsoft Windows operating system and ability to use standard office software (e.g., word processing, spreadsheet, etc.) .
- Skill in using GIS software and global positioning system (GPS).
- Skill in operating a variety of office equipment including plotter, copiers, scanners, computer and peripheral equipment, and printers.
- Ability to read and interpret maps, charts and plans.
- Ability to research and compile a variety of information.
- Ability to work effectively and efficiently independently and as part of a team.
- Ability to learn quickly and focus on assignments.
- Ability to understand and carry out verbal and written instructions, with attention to detail and organization.
- Ability to handle reasonably necessary stress associated with this type of work.

Environmental Requirements:

Tasks are performed indoors and outdoors, with occasional exposure to adverse environmental conditions such as: temperature/weather variations, odors, noise, wetness, traffic hazards, and/or dust. Such exposure may cause some discomfort or a risk of injury if safe work practices are not followed.