

GIS Intern

Last Revised: 3/15/17

Effective Date: 4/3/17

GENERAL PURPOSE

Responsible for conducting field verifications of telecommunication conduits, fiber cables, and handholds against GIS records. Responsible to affixing missing or unreadable cable identification tags in handholds and documenting finding in the ESRI GIS Database. Intern shall be classified as a “seasonal, part-time” employee.

UTOPIA shall provide a performance review at the end of the internship if required by the academic department.

PAY RANGE:

	Hourly
Minimum	\$7.25
Mid Point	\$8.62
Maximum	\$10.00

SUPERVISION RECEIVED

Works under the Director, Strategic Planning.

ESSENTIAL FUNCTIONS

Plans installation by analyzing work orders; studying map requirements; gathering equipment and supplies. Completes daily list of tasks and takes responsibility to assure quality control.

Verifies conduit/cable installations by evaluating location; locating access; laying-out equipment and reviewing field prints. Must be able to use GPS handheld devices to locate ground level splice boxes.

Possibility of long work hours in inclement weather or intense summer heat conditions. Work will be preformed at any time, under any condition. Most work will be performed outdoors during normal business hours.

Maintains records by documenting installations and all additional information needed for invoicing. Ensures compliance with UTOPIA and industry standards for fiber optic cabling, splicing and testing.

Maintains safe work environment by following safety rules; taking safety precautions; following proper disposal methods.

Inspects vehicles for safe operating conditions, and ensures proper servicing is done on such vehicles.

Ability to travel statewide and excellent driving record also required.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and experience

Enrolled in an undergraduate GIS program in at least second year of study

2. Knowledge, Skills, and Abilities:

Knowledge of geospatial systems

Grade point of 2.5 or better on a scale of 4.0

3. Visual Acuity

Must have 20/20 or correctable vision. Must be able to see colors as defined in an Ishihara color test.

4. Special Qualifications:

Clean DMV record for past 5 years (all eligible applicants will have DMV record check performed). No DUI allowed, no more than one speeding limit violation; violation should not be more than 25 over posted limit.

5. Work Environment:

Typical work environment for field services operations. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, minor lifting required for surveying plastic and concrete polymer handholds. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.