



Job Title:	Seasonal GIS Intern		
Department/Group:	Technical Services	FLSA Status:	Non-Exempt
Reports To:	Technical Services Manager	Position Type:	Seasonal, term not to exceed 5 months
FLSA:			
<p>Non-Exempt (employee is eligible for overtime/compensatory time in accordance with Federal Fair Labor Standards Act, State Minimum Wage Act).</p> <p>Under the supervision of the Technical Services Manager, the Seasonal GIS Intern is responsible for assisting the GIS Analyst in building out the District's GIS. Secondary functions may include assisting with the District's project to migrate to the ESRI Utility Network data model, buildout of the District's FOG Program, and reviewing the CCTV data.</p>			
Essential Duties and Responsibilities:			
<p>The following statements reflect the general duties and responsibilities of this position but should not be considered an all-inclusive listing. The employee is also expected to meet the performance standards developed for this position and the District's standards for interpersonal and team behaviors, customer contacts, and supervision.</p> <ul style="list-style-type: none"> • Entry of features and attribute information of existing infrastructure into the District's GIS utilizing ESRI's GIS software applications and researching of building plans and/or field drawings • Assisting with the District's Utility Network migration • Producing paper and digital maps and directed • Based on the selected candidates skills and interests, there are a wide variety of other projects the intern may be tasked with assisting on in order to gain experience and knowledge • Performs related duties as required and assigned • Operates vehicles, computer, and other District equipment 			
Work Schedule:			
Typically, 8:00 a.m. - 4:30 p.m., M-F, District office hours.			
Travel:			
Infrequent, may travel to offsite meetings or training.			
Qualifications:			
<ul style="list-style-type: none"> • <u>Experience/Education:</u> Enrollment in a two or four year geography, computer science, engineering technology, GIS, or equivalent program • High School Diploma or GED 			

Licensing Requirements:

Possess and maintain a valid Washington State Driver’s License and driving record acceptable to the District and the District’s insurance carrier, and must be able to provide own transportation to and from job.

Be legally eligible to work in the United States.

Knowledge, Skills, and Abilities:

- Excellent computer skills with the ability to learn quickly
- Some experience with ESRI GIS software with the ability and desire to learn
- Ability to adhere to District policies and procedures
- Ability to follow oral and written directions
- Ability to understand, read, speak, and write English
- Ability to be precise and show an attention to detail in work performed
- Ability to work independently
- Ability to read and understand basic construction drawings
- Knowledge of basic mathematics and engineering concepts
- Ability to work well with others
- Be flexible in job assignments
- Be able to respond to emergency conditions as directed
- Interest in working for local government
- Ability to work with the public in a courteous and professional manner

Work Environment:

Environment: Duties are primarily performed in an office environment while sitting at a desk, drafting table, or computer terminal, but may also require travel to meetings and field inspections of construction projects. When in the field, the employee may be exposed to adverse weather conditions, automobile traffic and construction hazards.

Physical: Incumbents require sufficient mobility to work in both office and field settings; walk, stand, or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; stoop, kneel, or crouch; light lifting and carrying; ability to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. Duties require visual inspection of construction drawings and projects.

Hearing: Hear in the normal audio range with or without correction.

Tobacco Free: The Silver Lake Water and Sewer District is a tobacco-free environment within District-owned facilities. The District’s policy is to hire only non-smokers, non-chewing tobacco, and non-vapor users.

COVID Vaccination: Unless otherwise exempt, District employees must be fully vaccinated against the Covid-19 virus prior to beginning employment. Any existing District employee seeking a promotion or transfer within the District (unless otherwise exempt) must be fully vaccinated to be considered for such promotion or transfer.

Currently, an individual is considered “fully-vaccinated” 14 days after that individual has received

their second shot of the Pfizer or Moderna vaccine, or their first shot of the Johnson & Johnson vaccine. The definition of fully vaccinated may change based on Board adopted policies.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Reviewed By:		Date:	
Approved By:		Date:	