

CITY OF ORTING

JOB DESCRIPTION

Job Title: Term Limited GIS Location Intern Department: Public Works

Reports To: Capital Projects Manager Posting Date:

Hourly Wage Range: \$17.56 First Review Date: 05/15/2023

SUMMARY DESCRIPTION

This is a temporary three (3) month, Fair Labor Standards Act non-exempt, non-Civil Service GIS Location Technician intern position. A typical 40-hour work week is Monday to Friday, 7:30 a.m. to 4:00 p.m. Anticipated dates of employment are June 15, 2023 thru September 15, 2023.

Under supervision, the GIS Location Intern will work in the field to collect GIS/GPS data on public works assets such as roads, water, sewer, storm assets and other infrastructure. Technician will use GPS technology to accurately record the location and condition of these assets and enter recorded data into databases for analysis. This is a hands-on role that requires strong attention to detail, organizational skills, physical ability to walk around the City and ability to work independently in the field.

Training will be provided.

REPRESENTATIVE DUTIES

As an intern tasked with mapping water lines using GPS instrumentation and updating the GIS database, your duties include:

1. Equipment Preparation:
 - a. Familiarize yourself with the GPS devices and any additional equipment necessary for collecting data, such as data loggers or tablets.
 - b. Ensure the GPS devices are fully charged, calibrated, and properly configured for the data collection task.
2. Data Collection:
 - a. Follow the assigned route or work plan to locate and record the positions of water lines and their associated features, such as valves, hydrants, and meters.
 - b. Use the GPS device to accurately capture the geographic coordinates of each infrastructure element.
 - c. Document additional attribute information about the water lines, such as material type, size, installation date, and any visible maintenance issues.
3. Data Management and GIS Database Update:
 - a. Transfer the collected GPS data and attribute information to a computer or GIS software for processing and analysis.
 - b. Organize and clean the data, removing any inaccuracies or inconsistencies.

- c. Input the cleaned data into the appropriate GIS databases or layers, ensuring data accuracy and completeness.
 - d. Update existing records in the GIS database with the new information, making sure to maintain data integrity and consistency.
4. Quality Assurance and Data Maintenance:
 - a. Conduct regular quality control checks on the collected data, GIS database updates, and maps to ensure accuracy and consistency.
 - b. Address any identified issues or discrepancies, making necessary corrections or updates to the data and GIS database.
 5. Collaboration and Communication:
 - a. Work closely with project team members, engineers, and city personnel to support water infrastructure management efforts.
 - b. Assist in the preparation of reports, presentations, and other materials to communicate the collected data, GIS database updates, and any findings to stakeholders and decision-makers.
 6. Training and Skill Development:
 - a. Participate in training sessions and workshops to learn, and enhance your knowledge and skills in using GPS instrumentation and GIS software.

As an intern, you will be expected to learn quickly and work effectively both independently and as part of a team to contribute to the overall success of the water infrastructure mapping project and GIS database updates.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

Knowledge of:

- Data collection and organization
- Occupational hazards and standard safety practices

Ability to:

- Must be able to operate standard size pick-up and/or sedans with standard hand and foot controls.
- Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.
- Work independently in the absence of supervision. Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate office equipment as necessary, including but not limited to computers and supporting software applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.

Education and Experience Guidelines

- High School diploma or GED
- Typically, an applicant should be enrolled in college or study programs related to information technology, geography, Geographic Information Systems or related field; or
- Successful completion of similar GIS program or certification.

License or Certificate:

- Possession of a valid Washington State driver's license; new employees must successfully pass the City's preemployment driver's records check and all employees must maintain an excellent driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Field and unsheltered site environment; travel from site to site; work in and around water; work on slippery and uneven surfaces; work around traffic; exposure to noise, dust, heat and inclement weather conditions.

Physical: Sufficient physical ability to lift and carry up to thirty (30) pounds. Bending, stooping, kneeling; operating motorized equipment and vehicles. Must have the ability to walk and stand for prolonged periods of time

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

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

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.