

Job Posting
GIS/GPS Intern
(Part-Time)

Department: Engineering	Pay Grade: N/A
Reports to: City Engineer	Hiring Salary Range: \$7.50 per hour
FLSA: Non-Exempt	Deadline to Apply: February 8, 2019

General Statement of Duties

Employee performs entry-level duties related to the City's Geographic Information Systems (GIS).

Knowledge, Skills, and Abilities

- Preferred working knowledge of ArcGIS 10.0 or higher and the ability to create and edit spatial data within ArcMap
- Working knowledge of MS Word and Excel software
- Basic knowledge of survey principles, practices, and procedures
- Some knowledge of terminology, methods, practices, and techniques of engineering drafting and construction projects
- Ability to read, interpret, and compile technical data from maps, records, and drawings
- Good navigation and orienteering skills in the field
- Ability to communicate effectively in oral and written forms
- Ability to establish and maintain effective working relationships with employees, supervisor, and other departments
- Positive attitude with critical thinking and self-starting skills
- Interest in GIS, Engineering, and utilities

Physical Requirements

Candidate must be able to physically perform the basic life functions of stooping, kneeling, standing, walking, lifting, talking, hearing, and repetitive motions. Be able to perform light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently to lift objects. Must be able to work in both an office and outside setting. Outside field conditions may include exposure to weather conditions, biting insects, poisonous plants, and venomous snakes. Must possess the visual acuity to prepare data and statistics, operate a computer terminal, do extensive reading, use measurement devices, operate a motor vehicle, and inspect projects and technical requirements of projects in the field.

Desirable Education and Experience

Graduate of or enrolled in a technical or community college with a degree in engineering technology, drafting, geography, or a related field of study. Field experience in surveying, drafting, or engineering work in an automated environment including GIS knowledge and experience; or a combination of education and experience.

Special Requirements

Must be at least 18 years of age and possess a valid NC issued driver license.