

Internship Job Description

Village of Bellevue

Position Title: GIS/GPS Intern **Classification:** Full-Time Seasonal (May-August)
Department: GIS Department **Pay Type:** \$10.50 – \$11.50 an hour
Reports to: GIS/IT Manager **Last Revision Date:** February 22, 2017

Purpose of Position: Under the general direction of the GIS/IT Manager; functions as the GIS/GPS Intern. The Intern will assist with the development, design, and data collection of municipal utility, land use, park, facility, asset, etc. information, and installation of GIS/CAD software.

The Intern in this position performs routine and entry level technical geographic information systems and global positioning systems work. Interns in this position generally are persons pursuing higher education and require internship experience as a supplement to formal course work, resume building, or a recent graduate seeking job experience.

Essential Duties and Responsibilities:

GIS, GPS, and Miscellaneous Data Gathering and Maintenance 85%

- Collects transportation, utility, park, tree, and facility features including the utilization of GPS/VRS/Laser Rangefinder, ArcPad, and Trimble TerraSync software (Will train on the job).
- Research records, maps, and other data to obtain information such as location of municipal owned utilities, easements, etc.
- Collects and updates data using ArcGIS, ArcGIS Pro, ArcGIS Online, QGIS, AutoCAD (Optional) by performing on-screen digitizing of land use, physical/environmental and park features, facilities/assets, utilities, easements, and other municipal data.
- Interprets, inputs, and digitizes information from As-Builts, site plans, or other documents.
- Data entry of engineering information from plans, drawings, etc. into GIS tables.
- Data gathering, entry, and other tasks relating to community development.
- Scans site plans and other miscellaneous documents using a small or large format scanner.
- Georeference scanned images or documents to Brown County Coordinates.
- Assist DPW Civic Technician, Park Foreman, and other staff regarding GIS and GPS data collection/inspection field work.

GIS Mapping 10%

- Develop story maps for the Village departments that will be incorporated into our website.
- Create utility, community development, parks, public safety, etc. maps in ArcGIS or QGIS.
- Assists with the preparation of maps, reports, charts, plans, specifications, and other documents by computer entry and retrieval.
- Operates GIS and standard office software, hardware and associated peripheral devices including CAD, GPS, plotters, scanners, etc.

Miscellaneous 5%

- Assist with upgrading GIS and CAD software to latest versions on all end user computers and mobile data terminals.
- May assist other intern projects pertaining to GPS data collection and mapping
- Other miscellaneous work may be performed during the internship.

Essential Knowledge, Skills, and Abilities

- Applicant must have an intermediate understanding of the use and operations of ESRI ArcGIS products pertaining to ArcMap, ArcGIS Online, and ArcCatalog; familiar with Open Source QGIS (not required, but helpful), GPS; the methods, techniques, and procedures used in the planning, designing, maintenance, editing, and production of geographic data and mapping.
- Applicant must be able to learn ArcPad, ArcGIS Mobile Collector App, Trimble TerraSync and Pathfinder, Trimble GeoXH, Juno GPS, and iPad devices, scanning hardware, and other miscellaneous hardware/software.
- Applicant must be familiar with global positioning systems and methods used to collect data.
- Be able to communicate effectively, both orally and in writing; establish and maintain effective working relationships.
- Apply geographic principles and practices to the maintenance of a geographic information databases.
- Applicant must be willing to work outside.
- Ability to work well independently and as part of a team.

Required Experience, Education and Training

- Must be a College Junior or Senior level undergraduate student, or a first or second year graduate student, or a recent undergraduate/graduate student who majored in geographic information systems, urban planning, computer science (emphasis in GIS), or civil technician (2 Year Program).
- College course work in geographic information systems (mandatory), urban planning, surveying, civil technologies and engineering, database principals, computer science, environmental management, or closely related field would be helpful.
- Must possess a valid driver license with a good driving record.
- An equivalent combination of education and experience that demonstrates knowledge, skills and abilities to perform the duties of the job may be considered.

Minimum Physical Abilities to Perform Essential Job Functions:

- Some duties require the employee to work under extreme weather and environmental conditions of worksite, work outdoors, and in an office setting. The job requires the employee to walk and stand for extended periods across rough terrain and more heavy objects.