POSITION TITLE: GIS/GPS Intern	**DEPARTMENT**: GIS Department
REPORTS TO: GIS/IT Manager	**PAY TYPE**: $17.00/hour
CLASSIFICATION: Temporary, Part-Time, 30-35 hours	**LATEST REVISION DATE**: March 3, 2023

POSITION SUMMARY

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, archive, etc. information, and GIS/CAD software installation.

The Intern in this position performs routine and entry-level technical geographic information systems, asset management systems, global positioning systems, and data gathering/entry work. Interns in this position generally pursue higher education and require internship experience to supplement formal course work, resume building, or a recent graduate seeking job experience.

ESSENTIAL DUTIES & RESPONSIBILITIES

GIS, GPS, Field Survey, and Data Maintenance 70%

- Collects and updates data using GPS, ArcGIS, ArcGIS Pro, CityWorks, and EnerGov by performing on-screen digitizing of land use, physical/environmental, park features, facilities/assets, architectural, utilities, easements, and other municipal data.
- Data entry of engineering, architectural, and other information from plans, drawings, CCTV, pavement rating, etc., into CityWorks Asset Management System and geospatial and/or database format(s).
- Assist the Building Inspectors and Planner/Zoning Administrator regarding data entry of building permits, planning, code enforcement, etc., activities into EnerGov database program.
- Assist the DPW Engineer Technician regarding GPS field data collection.
- Utilizes various survey tools and equipment, including measuring rods, tapes, surveying transits, levels, calculators, GPS data collector(s), and other tools to determine distance, location, dimension, depth, grade, and volumes.

Mapping, Web mapping, Dashboard, Survey123, and Collector Development 10%

- Assist with the development and updates to hard copy and PDF maps.
- Assist with the development of ESRI web maps, Dashboards, Survey123, and Collector applications.

Image Data Gathering and Quality Assurance 10%

- Scans site plans, building permits, as-built, architectural, utility, vouchers, and other miscellaneous documents using a small and/or large format scanner(s).
- Must be able to identify discrepancies in data digitized/scanned vs. archived paper documents.
- Georeference scanned images to Brown County Coordinate System via GIS.
- Link scanned indexed information to GIS features.

Miscellaneous 10%
- Assist the Community Director, Parks Director, DPW Director, Utility Manager, Operations Manager, Engineering Technician, Park Foreman/Urban Forester, and other staff regarding with other departmental needs.
- Help train other staff how to use the GIS and other systems learned on the job (e.g. CityWorks & EnerGov).
- Other miscellaneous work may be performed during the internship.

ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES
- Applicant must have an intermediate understanding of the use and operations of ESRI ArcMap, ArcGIS Pro, and ArcGIS Online; GPS; the methods, techniques, and procedures used in the planning, designing, maintenance, editing, and production of geographic data and mapping.
- Applicant must understand ArcGIS Mobile Collector App, Trimble TerraSync and Pathfinder, Trimble R2 GPS, iPad devices, scanning hardware, and other miscellaneous hardware/software applications.
- Applicant must be familiar with global positioning systems and methods used to collect data.
- Apply geographic principles and practices to the maintenance of a geographic information databases.
- Ability to manage multiple work assignments, prioritize, and complete assignments accurately and timely.
- Ability to take direction, facilitate communication, resolve problems, work individually, or as part of a team.
- Ability to make sound decisions and exercise good judgment in the absence of supervision.
- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and makes use of the principles of descriptive statistics. Ability to comprehend and interpret policy and procedure manuals, work rules, safety procedures, construction plans, GIS mapping, and record drawings.
- Ability to record and deliver information, explain procedures, and follow directions and instructions accurately and in a timely manner.
- Ability to communicate effectively and courteously with the public, board members, administration, supervisors, other Village employees, construction contractors, and others.

REQUIRED EXPERIENCE, EDUCATION & TRAINING
- Must be a college Junior or Senior level undergraduate student, 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 coursework in geographic information systems (mandatory), urban planning, surveying, civil technologies, engineering, database principals, computer science, environmental management, or closely related field would be helpful.
- Must possess a valid driver's license with a good driving record.
- An equivalent combination of education and experience demonstrating knowledge, skills, and abilities to perform the job duties may be considered.

PHYSICAL DEMANDS
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 move heavy objects.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements. In addition, the Village reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position