

# **HURRICANE CITY**

## **Job Description**

Title:	GIS Technician Intern	Code:	Part Time/Non-Exempt
Division:	Engineering	Effective Date:	3/19
Department:	GIS	Last Revised:	March, 2019

## **OVERVIEW**

Under general supervision help develop, maintain, and update the City's GIS database layers and online map configurations as directed by the GIS Coordinator. This is a paid, part time temporary position without benefits. Salary is \$11 per hour.

## **ESSENTIAL JOB FUNCTIONS**

- Assist with the regular editing and maintenance of the city's existing GIS data.
- Regularly publish maps and features to the city's ArcGIS online account.
- Export GIS data in various formats to fulfill internal and public requests.
- Organize and prepare GIS data from maps, databases and other sources for input into city GIS database.
- Collection of utility data in the field using handheld Global Positioning System (G.P.S.) units and incorporation of that data into the city GIS database.
- Provides GIS support as needed to other City Departments.
- Performs other related duties as assigned.

## **EDUCATION AND EXPERIENCE**

- Current enrollment in an accredited Bachelor's degree or Associate's program in engineering, geography or related technical field. Current enrollment in a GIS Certification program is also acceptable.
- An individual may also be a recent graduate of a formal GIS degree or GIS Certification program wishing to gain practical experience while seeking gainful GIS employment.

## **KNOWLEDGE SKILLS AND ABILITIES**

- Experience working with the ESRI ArcGIS software suite (Desktop and Online).
- Familiarity with the operation of GPS and/or surveying equipment for the field collection of GIS data.
- Basic skills using spreadsheet and word processing software, and the operation of large format scanners and plotters.

## **SPECIAL QUALIFICATIONS**

- Must possess a valid Utah Driver's License with no significant violations or restriction that prohibit ability to perform essential job duties.

## **WORKING CONDITIONS AND PHYSICAL DEMANDS**

- Normal office setting for meetings, reports, record keeping, etc., with occasional tasks performed outdoors.
- Tasks require a variety of physical activities, not generally involving muscular strain. Ability to lift or move medium to heavy weights up to 50 pounds.
- Physical demands may occur in activities related to walking on uneven ground (in potentially harsh weather conditions), standing, stooping, sitting, reaching, etc.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*

*Hurricane City is an Equal Opportunity Employer.*