



JOB DESCRIPTION

Position Title: GIS Intern (Paid Internship)		Department Name: GIS Department		Last Revision Date: 2/10/22	
Reports to: GIS Supervisor		Salary Range: \$14-17 per hour		Exemption: <input checked="" type="checkbox"/> Non-Exempt (Hourly) <input type="checkbox"/> Exempt (Salary)	
Work Shift/Schedule: <input checked="" type="checkbox"/> 1 st shift <input type="checkbox"/> 2 nd shift					
Job Overview/Summary					
Utilize GIS technology to support field operations and business development with the guidance of a GIS professional. Interns will utilize GIS applications to collect and report accurate data in the field. Interns will work independently and under the direction of a GIS technician/analyst to produce viable datasets with data collected by the intern(s) and by other field personnel. This opportunity provides interns invaluable experiences applying the knowledge and skills learned through education in a business environment.					
ESSENTIAL FUNCTIONS					
GIS <ul style="list-style-type: none"> Observe and participate in GIS work conducted in a professional environment Under the guidance of a mentor, learn and practice skills valuable in geospatial professions Participate with GIS process to include data creation, maintenance and analysis Provide support to technical staff members as needs Work independently, as well as in a team environment Assist Water Division and/or Arbor Division with field data collection Produce & maintain maps in ArcMAP, ArcGIS Pro and ArcGIS Online Edit GIS Data for geometry, topology and attribute integrity Enter data, validate accuracy and maintain existing geodatabases while ensuring compliance with a centralized data model <p>*Not an exhaustive list since other job requirements may arise as a result of changes in business decisions. The company reserves the right to change this job description as needed.</p>					
JOB REQUIREMENTS					
(Education, work experience, knowledge, skills & abilities required for this position)					
Experience: (Minimum work background which provides the skills necessary for successful performance)					
<ul style="list-style-type: none"> Proficient in ArcGIS 10 Esri Software / Arcgis Pro <ul style="list-style-type: none"> Basic understanding of GIS Principals and coordinate systems Competency with MS office (Word, Outlook, and Excel) Currently working towards a degree in GIS or related field with minimum of 6 GIS credit hours completed Great verbal and written communication skills (English/Spanish) Exceptional Customer Service Ability to work independently, as well as in a team environment Strong problem-solving skills Ability to work proactively, handle multiple request/projects simultaneously, and within deadlines Valid AZ driver's license with ability to become an approved driver with DLC and ability to travel to various worksites within the Phoenix area Strong analytical, conceptual, communication and organizational skills 					
Special Qualifications: (Licenses, certifications, etc. required): none					
Employees Supervised: (number and title): none					
Eligible for PTO, Holiday pay based on handbook (Y/N): Y					
Career Path: GIS Technician, GIS Analyst					
Safety Sensitive position (Y/N): Y					
PHYSICAL DEMANDS & WORKING CONDITIONS					
(Specific statements of physical effort required and description of work environment)					

Physical Demands

- Prolonged sitting at a computer
- Prolonged periods of time walking outside
- Ability to work in adverse conditions such as excessive heat

Equipment Operated

- Close vision required for computer monitors and data collection devices

Environment Factors

- Is subject to frequent interruptions
- Standard COVID protocols enforced
- Prolonged periods of time outside in extreme temperatures

DLC Resources provide Equal Employment Opportunity (EEO) to all qualified applicants without regard to race, color, religion, sex, or national origin. DLC is a drug-free workplace.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Print Name

Signature

Date