

**Internship Job Description**  
**Village of Bellevue**

**Position Title:** GIS/GPS Intern                      **Classification:** Full-Time Seasonal (May-August)  
**Department:** GIS Department                      **Pay Type:** \$11.50 an hour  
**Reports to:** GIS/IT Manager                      **Last Revision Date:** February 28, 2018

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

The Intern in this position performs routine and entry level technical geographic information systems, global positioning systems, and data gathering/entry 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 Data Maintenance 60%*

- Collects transportation, utility, park, tree, and facility features including the utilization of GPS and Laser Rangefinder.
- Converts ArcGIS 10.x project files to ArcGIS Pro format and set the appropriated data linkages, maps, etc.
- 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, QGIS, AutoCAD (Optional) by performing on-screen digitizing of land use, physical/environmental and park features, facilities/assets, architectural, utilities, easements, and other municipal data.
- Data entry of engineering and architectural information from plans, drawings, etc. into geospatial and/or database format(s).
- Data entry of building permit, planning, code enforcement, etc. activities into EnerGov database program.
- Assist DPW Civil Technician, Operations Manager, Park Foreman, and other staff regarding GIS/GPS/Survey data collection and inspection field work.

*Image Data Gathering and Quality Assurance 35%*

- Scans site plans, building permits, as-built, architectural, utility, and other miscellaneous documents using a small and/or large format scanner(s).
- Utilizes third party image software to ensuring quality imaging.
- Must be able to identify discrepancies in data digitized/scanned vs. archived paper documents.
- Responsible for all document preparation and indexing, including but not limited to sorting and/or preparing hard copy records for scanning, according to department specifications.
- Georeference scanned images to Brown County Coordinate System via GIS.
- Link scanned indexed information to GIS features.

*Miscellaneous 5%*

- Assist with upgrading GIS and CAD software to latest versions on all end user computers and mobile data terminals.
- May assist with 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 Pro and ArcGIS Online; 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 understand ArcGIS Mobile Collector App, Trimble TerraSync and Pathfinder, Trimble GeoXH, R2, and/or Juno GPS, and iPad devices, scanning hardware, and other miscellaneous hardware/software applications.
- 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.
- Applicant must have attention to detail regarding GIS, scanning, and data entry tasks.
- 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 move heavy objects.

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*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.*