

**PUBLIC WORKS DEPARTMENT
JOB DESCRIPTION**

GIS STUDENT INTERN

EXEMPT: No

UNION: No

GENERAL STATEMENT OF JOB:

Support the Public Works Department. The GIS Student Intern will work with the Planner/Community Development Specialist to create maps in ArcMap and ArcGIS online; enter data into databases; and collect field information using ArcGIS apps. The intern will be responsible for creating a map layer for the Greenwood and Hillside cemeteries using ArcGIS and linking grave location information to a cemetery database. The GIS interns will work towards creating an interactive online Cemetery Map for the Greenwood and Hillside Cemeteries for cemetery visitors to lookup grave locations. This online map will assist with facilities and grounds management, records management, interment planning, locating existing interments and provide a cultural resource. There will be training sessions at the beginning of the internship to familiarize the intern with the objectives of the project and cemetery operations.

EXAMPLES OF WORK PERFORMED:

Section 1. **Specific Activities**

- 1.1 Creating custom maps using ArcMap and ArcGIS Online
- 1.2 Digitizing and editing spatial data
- 1.3 Create map layer using ArcGIS software and existing CAD drawings of cemetery lots.
- 1.4 Assist with expanding the cemetery database
- 1.5 Link map layer with cemetery database information including cemetery section, lot and name of deceased
- 1.6 Document and verify various grave spaces

Section 2. **Peripheral Activities**

- 2.1 Performs other duties as requested or as needed related to the Cemetery Project.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Creating custom maps using ArcMap and ArcGIS Online
- Digitizing and editing spatial data
- Create map layer using ArcGIS software and existing CAD drawings of cemetery lots.
- Assist with expanding the cemetery database
- Link map layer with cemetery database information including cemetery section, lot and name of deceased
- Document and verify various grave spaces
- Complete other duties and projects as assigned related to the Cemetery

TOOLS AND EQUIPMENT USED:

Computer with Microsoft Word, Excel, Outlook, Internet, GIS, tablet for data collection, ArcMap, telephone, and copy machine.

CONFIDENTIAL DATA:

None.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee stands; sits; uses repetitive movements; walks; keyboards; uses eye-hand coordination; has contact with general public/customers. Employee frequently grasps; holds; talks; works alone; stoops, kneels, or crouches.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

- 1 Currently enrolled in an undergraduate or graduate program.
- 2 Training and experience (either academic or applied) using GIS.
- 3 Proficiency with ESRI software, including ArcMap, ArcGIS Online and ArcCatalog.

- 4 Strong data management and organizational skills, with a personal commitment to the quality of the product(s).
- 5 Ability to communicate effectively with internal staff.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is occasionally exposed to temperature extremes depending on heat and air conditioning.

POSITION ACCOUNTABILITY:

REPORTS TO: Planner/Community Development Specialist

SUPERVISION EXERCISED: None

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Revision History: 1/24/19