Tualatin Valley Water District

JOB OPENING
FOR INTERNAL AND EXTERNAL CANDIDATES

GIS Intern

Hourly Rate: $15 - $17 per hour depending on experience

OPENS: April 11, 2011

CLOSING DATE: May 2, 2011 by 4:30 p.m.

This position is now open. See attached Job Description for duties to be performed. In order to be considered for this position, submit a current resume and the Intern Application and return it no later than **May 2nd by 4:30 p.m.**

Tualatin Valley Water District

Title: GIS Intern	**Job Grade: $15-17/hour**
Reporting to: GIS Technician	**Department: Engineering Services**

Tualatin Valley Water District believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this job description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

Position Duration: Mid June to mid September

Hours per week: Approximately 40 hours per week

Overall Purpose of the Job: The overall purpose of the position is to perform basic Geographic Information Systems (GIS) mapping functions in support of the Engineering Section. Such functions may include:

- Assist with input and editing of GIS data.
- Assist with spatial analysis.
- Assist with map preparation.
- Assist with Global Positioning System (GPS) data collection and input into GIS.
- Assist other GIS users (field and office staff) within the organization.
- Other projects and duties as required.

Knowledge Required:

- Basic understanding of ESRI GIS software with some practical experience is required.
- Basic understanding of GPS with some practical experience is desirable.
- Basic understanding of Computer Aided Design (CAD) is desirable.
- Good mathematical skills.
- Proficiency in Microsoft Word and Microsoft Excel – both data entry and reporting format skills.
- Ability to communicate clearly with TVWD staff and other entities both verbally and in writing.

Working Conditions:

- Prolonged periods of sitting or standing.
- Daily focus and reading of information on a computer screen.
- Must have regular and predictable attendance.
- Verbal communications on a daily basis both in person and on the telephone.
- Work may include field time in inclement weather
- Ability to perform physical tasks that are moderately demanding.
- Respond and work, without advanced notice, in times of adverse weather, natural disaster, emergency, or other unusual events as determined by the District.

Minimum Requirement:

- A driver's license valid in the State of Oregon, and have and maintain a good driving record.

Tualatin Valley Water District

1850 SW 170th Ave, Beaverton OR 97006
Phone: 503-848-3081, Fax 503-356-3181
Email address: kathryn@tvwd.org

GIS Intern Application

Full Name: _____
Date: _____

Current Address/Telephone #: _____

Permanent Address/Telephone #: _____

Email: _____

Availability Dates: From: _____ To: _____

Education:
Grade Level Completed: _____
School, Major and Department: _____
Anticipated Graduation: _____
GPA: _____

Work Experience:

GIS Education and Experience:

Areas of Interest:

Honors/ Awards:

Leadership/Service Activities:

Special Skills:

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THESE STATEMENTS, PLEASE ASK THEM BEFORE SIGNING.

I certify that all answers and statements I have made on this application are true and complete without omissions. I understand that any false information will be grounds for refusal to hire or for immediate discharge if I am employed. I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education, character and qualifications.

☐ **YES** ☐ **NO**

I will be responsible for familiarizing myself with all the rules and regulations of the District as they presently exist or are later modified. I recognize that my employment can be terminated, at the discretion of the District or at my option, without notice, at any time, except as specifically set forth in writing in a current individual employment agreement.

☐ **YES** ☐ **NO**

I also understand that no representative of the Tualatin Valley Water District has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in a current written agreement signed by the General Manager.

☐ **YES** ☐ **NO**

I have read, understand and agree with the above.

_____ _____

Signature of Applicant Date