

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> TH168 Geospatial Data Intern
<b>POSITION #/TITLE:</b> TBD Geospatial Data Intern	<b>Adopted:</b> 07-15
	<b>Revised:</b>

<b>POSITION DESCRIPTION</b>
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<b>Dept /Division:</b> Utilities/Water or PW/Sewer	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> TSH/Temporary/Seasonal/Hourly	<b>Salary Grade:</b> 30
<b>FLSA Status:</b> Non-Exempt	<b>City Overtime Status:</b> Non-Exempt
<b>Physical Demand Rating:</b> Light	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Typing test
<b>Personal Protective Equipment:</b> Eye, Hand, Reflective Vest, Foot, Hearing	

<b>General Statement of Duties</b>
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Provides support for Geographic Information System (GIS) special projects. Tasks may include data entry, research, mapping, and/or survey.

<b>Distinguishing Features of the Class</b>
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Some leeway is granted for the exercise of independent judgment and initiative

<b>Examples of Essential Work (Illustrative Only)</b>
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Digitizes, updates, and maintains geographic data;  
 Updates, verifies, and maintains GIS database layers and tables;  
 Researches and compiles utility infrastructure and related data from hard copy maps, engineering drawings, and database tables for entry into GIS;  
 Utilizes Global Positioning System (GPS) equipment and software to collect, record, and download field data to the GIS;  
 Operates various engineering survey instruments for determination of precise location of utility features;  
 Operates and maintains various GIS-related hardware including plotters, scanners, digitizers, and Windows-based workstations/PCs;  
 Performs all work duties and activities in accordance with City policies, procedures, and safety practices;  
 Attends work regularly at the designated place and time;  
 Supports continuous process improvement initiatives;  
 Performs related work as required.

<b>Required Knowledge and Abilities</b>
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Basic knowledge of computer software applications for GIS and CAD mapping, drafting and engineering design, including GPS applications;  
 Some knowledge of computer operating systems, network structure, together with software applications and utilities used as tools for utility infrastructure records development;  
 Ability to operate a personal computer using program applications appropriate to the assigned duties and responsibilities, including word processing, spreadsheet and database applications, and specialized software for GIS, CAD and GPS activities;  
 Ability to work outdoors, year-round, in uncontrolled environments;

**Acceptable Experience and Training**

Pursuit of Degree in Geographic Information Systems (GIS) or a related field such as Geography, Planning, Natural Resources, or Computer Science with an emphasis in GIS coursework or training; or Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Required Special Qualifications**

Valid Iowa Driver's License.

**Essential Physical Abilities**

Requires the following, with or without reasonable accommodation:  
Sufficient clarity of speech and hearing which permits the employee to communicate effectively;  
Sufficient vision, with or without reasonable accommodation, which permits the employee to perform manual and computerized drafting, inspect blueprints and develop construction specifications; to observe a wide variety of engineering and construction projects on site and to review a variety of written materials;  
Sufficient agility, acuteness of senses and presence of mind to safely navigate construction sites, high traffic areas on foot, and to function safely in an uncontrolled environment when necessary.