

GIS Intern - Civic Internship Program

PAY RATE: \$15.97 Hourly

GENERAL OVERVIEW OF POSITION:

Under the direct supervision of the Assistant City Engineer, the Engineering Division of Public Works is seeking a GIS intern. The GIS intern will put the GIS knowledge learned in the classroom to real world use. These positions are tentatively scheduled to work 4 hours per day, Monday through Friday. Working hours may be adjusted to accommodate fall classes toward an academic degree as determined on a case-by-case basis. The GIS Intern will also experience many other City of Kenosha departments including: Kenosha Fire Department, Kenosha Police Department, Kenosha Municipal Airport, and many more!

EXAMPLE OF DUTIES & RESPONSIBILITIES:

- Collect data and input to a geographic information systems (GIS).
- Update current City-wide inventory systems such as street signs, parking regulations, storm sewer system, memorial benches and trees, electrical systems, and others.
- Update other various City assets in GIS.
- Create and maintain WebMaps and WebApps.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be enrolled in a program that incorporates engineering, GIS, geography, computer science, or related field.
- Knowledge of basic GIS.
- Knowledge and proficiency in basic computer and GIS software applications.
- Ability to use GIS field instruments and standard office equipment.
- Ability to learn quickly and work independently.
- Ability to understand and follow oral and written instructions.
- Ability to make accurate mathematical computations
- Ability to communicate effectively orally and in writing.
- Ability to complete and maintain accurate records and reports.
- Ability to establish and maintain effective working relationships.
- Ability to handle reasonably necessary stress.