



Service Beyond Expectation

INTERN
(GIS/Water Resources)

Job Status: Non-Exempt
Date Adopted: 04-2011
Date Modified: 08-01-2025

Safety Sensitive Position

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under immediate supervision, to perform various GIS mapping and water resources related duties and projects; and to support the Engineering Department.

LEARNING BENEFITS

The internship is designed to be both educational and practical. In this position, the intern will learn how to take skills they may have acquired in school related to their area of interest and apply them in a professional setting.

CLASS CHARACTERISTICS/SUPERVISION RECEIVED

Incumbents assigned to this position perform assigned mapping and data analysis functions under close supervision. Incumbents will initially perform various routine tasks in a training status under close supervision. Incumbents will perform basic mapping and water resources related tasks such as measuring and mapping landscapes, field surveys to confirm GIS information, and data analysis to support the District's water use efficiency program to meet new regulatory requirements.

Technical or functional work direction may be provided by other department staff.

This is a temporary entry-level position for a college student intern to work no more than 960 hours per fiscal year.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Gain hands-on field experience working on various projects, from field support to detailed technical support.
2. Work directly with other engineers and GIS professionals in a team environment.
3. Develop skills under the supervision and guidance of experienced professionals.
4. Perform related duties or special projects as assigned.
5. Measure and map landscapes and associated supply meters.

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6. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
7. Regular attendance at the work site.

Marginal Functions:

- I. Assist with water use efficiency program development.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

To perform duties at this level includes the knowledge of basic GIS principles and techniques; water resources planning; general filing techniques, standard telephone techniques, modern office methods and procedures, and proper work safety standards. Proficient in using Microsoft applications (Word/Excel/PowerPoint/Outlook).

Ability to:

Apply GIS and data analysis principles to practical problems; use GIS and data analytics software and tools; express ideas clearly and concisely, both orally and in writing; relate abstract ideas to actual needs and adopt a practical course of action. Operate standard office equipment (personal computer, large format scanner, phone, copier, and fax); comply with the District's safety, health, and environmental policies; present a professional image and communicate effectively with others; organize and work on simultaneous assignments with attention to schedules and deadlines; maintain quality of work through attention to detail and accurate preparation of work papers; establish and maintain effective working relationships with others communicate effectively, both orally and in writing.

REQUIRED QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Job Title	Intern (GIS/Water Resources)
Experience	<ul style="list-style-type: none">• Experience working with ArcGIS is required. Experience working with Power BI is highly desirable.
Education/Training	<ul style="list-style-type: none">• Currently enrolled in an accredited college or university undergraduate or graduate program, with major course work in Geographic Information Systems, Environmental Studies, Environmental Engineering, Urban and Regional Planning, or a closely related field.

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment:

Typical office environment: noise level is usually quiet.

Physical:

While performing the duties of this class, employees are regularly required to sit, walk, and stand; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms. Employees are occasionally required to sit for prolonged periods. Ability to occasionally perform lifting of up to twenty-five (25) pounds.

Mental:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple tasks and interact with District staff and others encountered in the course of work.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents, and to operate assigned equipment.

Hearing:

Hear in the normal audio range with or without correction.