

# City of Fort Wayne

## Intern - GIS City Utility

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**Job Code:** 2023083  
**Category:** Intern – Up to 40 hrs.  
**Department:** **City Utilities Engineering**  
**Shift:** Varies/Flexible  
**Location:** Fort Wayne, IN  
200 E. Berry Street  
**Pay Rate:** \$14.00 - \$17.00 per hour.  
**Job Description:** **SUMMARY**

Working under the direction of the City Utilities Engineering Dept. the incumbent will utilize GIS software (ESRI) and related systems along with established processes and procedures to collect, check, update, process and utilize geographical data for the daily consumption and usage of the various divisions of the City of Fort Wayne Utility. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City and Utility's safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Maintains and updates GIS data (features, assets and attributes) as needed/requested by GIS staff;
- Analyzes and correlates data from a variety of sources (e.g. Excel tables, existing spatial data) to be linked to existing GIS features;
- Ability to work with and produce mapping data using spatial data standards, GIS standards and established processes and procedures;
- Produces maps using ArcGIS 10.x or most current version;
- Assists with GIS and related computer system housekeeping and maintenance and support;

- Utilize a wide-format color scanner to scan engineering as-builts and construction drawings;

### **MARGINAL FUNCTIONS Performs**

other Duties as assigned.

### **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

- Currently pursuing a BS, BA or AA degree in Civil Engineering Technology, Computer Science or equivalent degree/experience. Or a recent graduate (within the past year);
- Familiarity with GIS software (i.e. ESRI / ArcGIS 10.x);
- Working experience and knowledge using common office applications such as MS office suite, email and internet.

### **OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

- Able to perform each essential duty above satisfactorily;
- Able to work on a team and contribute as a team member (team player);
- Highly motivated and a critical thinker;
- Strong technical aptitude;

- Possess strong attention to detail.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of coworkers or general public.

### **MATHEMATICAL SKILLS**

Ability to comprehend and apply principles of algebra and trigonometry. Student of calculus and higher math.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Indiana Driver's License if a City vehicle is used;

### **PHYSICAL DEMANDS**

The physical demands described 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, the employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

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, the employee is occasionally exposed to moving vehicles, cleaning products and outside weather conditions. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at [Intern - GIS City Utility \(cityoffortwayne.org\)](http://cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m.

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All applications for currently posted positions will be submitted on line At [Intern - GIS City Utility \(cityoffortwayne.org\)](http://cityoffortwayne.org). Applicants must be 18 years of age or older. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1).

### **Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.