



**Do you enjoy being a member of an analytical team with an environment focused on learning new skills? If so, this may be the opportunity for you!**

The Town of Bargersville, Indiana, located in the metro Indianapolis area, is a government municipality with independent water and sanitation utility infrastructure. Check out our link below:

<https://www.townofbargersville.org/>

We are seeking two **GIS Interns (seasonal)** to work in our Development Department. The GIS Interns will coordinate, support, and assist the GIS Administrator to provide efficient operations for the Town of Bargersville Geographic Information System (GIS). In addition, incumbents will be provided opportunities to learn a variety of unique, specialized field and office work to include field collection, easements, and research. The successful candidates must be enrolled in good standing in pursuit of a bachelor's degree in geography, engineering, planning, science, GIS, or related degree, with at least two years post-secondary education. Minimum 3.0 GPA strongly preferred.

**Responsibilities:**

- Assist in development and maintenance of accurate sustainable geospatial model of Town of Bargersville and Bargersville Utilities. Develops modeling and methodologies, geospatial data collection, analysis, and generate project maps/presentation to meet analytical needs of Town and Utility departments, County, State and Federal agencies and the public.
- Create, edit/update, and publishing Town GIS features and attributes for the Town and utility base maps.
- Carry out field collection for utilities and Town assets using GPS hardware and ESRI field collection software.
- Install, import and/or export data files; amend GIS data.
- Provides technical assistance to Town and various offices regarding use and operation of Town's GIS software/hardware, support for GIS web portal, and development of web-based GIS applications.
- Performs related duties as assigned.

**Qualifications:**

- Comprehensive knowledge of principles of GIS and related technology, and ability to apply theories, principles, practices, techniques, and laws.
- Basic understanding of GIS software, and familiarity with CAD; fundamental knowledge of GPS and skill in use of GPS technology for data collection. We will train beyond basic understanding of software.
- Working knowledge of internet mapping applications and programming.
- Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed reports.
- Ability to operate a variety of standard office equipment, including computer, calculator, telephone, copier, fax machine, and professional GPS equipment.



- Ability to effectively communicate orally and in writing with co-workers, other Town departments, regulating agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Ability to comply with all employer and department policies/work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to provide public access to or maintain confidentiality of Town information and records according to state requirements.
- Ability to work alone, with minimum supervision and with others in a team environment.
- Possession of a valid Indiana driver's license and a demonstrated safe driving record.

**If you're interested in these positions, please forward your resume to: [kchester@bargersville.in.gov](mailto:kchester@bargersville.in.gov)**

**Equal Opportunity Employer**