

GIS SPECIALIST PAID INTERNSHIP

This position is responsible for accurately locating and collecting field asset data and entering data in the appropriate system of record utilizing a variety of GIS tools and resources. The GIS Specialist will review, enter, and update data in the GIS to reflect real-world conditions and provide resources for better decision making and efficiency of work.

The GIS Specialist is expected to promptly respond to requests and provide support to assigned functional groups across the District. The GIS Specialist will receive direction and feedback from assigned department managers but will report directly to the GIS Administrator.

QUALIFICATIONS & EXPERIENCE

- Degree in geography, GIS, or a related field with coursework in GIS related tools and applications
- Other combinations of education and experience that meet the minimum job requirements may be substituted.
- Possess an unrestricted valid driver's license and maintain a motor vehicle record that is insurable throughout employment with the District
- Legally eligible to work in the United States for a public utility.
- Pass a thorough background check and pre-employment drug screen

JOB RESPONSIBILITIES

- Locate and collect field asset data utilizing GPS equipment
- Convert and transfer the collected data to the GIS
- Create, update, and maintain GIS features and attributes with information submitted by end users
- Process map change requests and ensure all data is current
- Complete all work order tasks as assigned
- Create and maintain maps, web maps, applications, and dashboards
- Create new asset and plat data (streets, lot lines, etc.) provided from new development and capital improvement projects
- Coordinate with internal and external stakeholders to maintain fire department information
- Maintain the Trimble GPS units
- Assist and provide training to staff on the use GIS/GPS equipment and applications
- Monitor map quality utilizing ESRI QA/QC tools
- Coordinate with internal stakeholders and external entities to maintain address point data
- Identify and recommend changes to work processes and information needs
- Complete work independently, with minimal direction, and comply with District safety and work procedures
- Proactively keep direct supervisor informed of any issues or potential issues that create or have the potential to create a problem or obstacle in the execution of duties, responsibilities, assignments, directives, etc.

- Ensure that all work activity is accurately and comprehensively documented in the district's system of record adhering to the district's established workflow and work process requirements and quickly adapt to new work requirements
- Adhere to all established policies, processes, procedures, rules, mandates, directives, best practices, regulatory compliance, and safety directives required by regulatory agencies and/or the district
- Perform other duties and tasks as required and/or directed

PERFORMANCE STANDARDS

- Serve and respond to the needs of others
- Trustworthy, dedicated, and dependable; taking ownership, responsibility and accountability for actions, decisions, and results without deflection
- Logical and level-headed, not driven by emotion
- Curious, creative, and innovative critical thinking skills
- Learn from mistakes and failures
- Seek, accept, and follow instructions, correction, and critical feedback without emotional sensitivity
- Learn and consistently improve
- Strong initiative
- Excellent attention to detail
- Work calmly under pressure without emotional overreaction and panic
- Strong self-motivation to perform daily activities
- Strong follow-up and follow-through skills
- Excellent self-awareness of strengths and weaknesses
- Excellent time management skills
- Organized, yet flexible, shifting priorities as circumstances warrant
- Calculate, tabulate, and analyze data, validate conclusions, and act upon results
- Conflict resolution skills that are respectful, reasonable, and constructive
- Excellent interpersonal skills
- Strong active listening and verbal communication skills
- Excellent written skills
- Identify strengths and weaknesses in others and adapt the delivery of information to meet the needs and existing knowledge level of the target audience
- Respond and adjust to change
- Exercise patience when solving problems and interacting with others
- Strong perseverance, reflecting the ability to achieve goals and results despite encountering unexpected obstacles or barriers

ENVIRONMENT, PHYSICAL & SPECIAL REQUIREMENTS:

- Sit at a desk for extended periods combined with intermittent standing and movement including bending, stooping, and/or kneeling
- Lift and move objects weighing up to fifty pounds
- Must exert oneself physically by walking, climbing, bending, stooping, kneeling, stretching, twisting or performing other similar physical activities
- Must work around dogs, reptiles, insects, and other wildlife

- Must read small numbers accurately
- Must be willing and able to report to work for emergency duty in the event of a man-made disaster or an act of God. Emergency duties may involve tasks outside the scope of the employee's normal work routine.

CRITICAL INFRASTRUCTURE WORKER

Homeland Security has classified MSUD as a critical infrastructure provider of service and as such all employees of the District are classified as “essential critical infrastructure workers”. The General Manager at their sole discretion shall determine if, when, who, or what resources are needed to prepare, respond, and or mitigate any potential, threatened, impending or existing emergency event at an organizational, local, regional, state, or national level. This includes but is not limited to the following: snowstorm, ice storm, flood, tornado, earthquake, drought, contamination, pandemic, medical, chemical or biological attack, cyber-attack, fire, war, including acts of GOD.

As a critical infrastructure worker and as a provider of a life sustaining service you may be required to report to work under situations, circumstances, or conditions that have or have not been previously outlined which may require you to work extended hours for an indeterminable amount of time under less-than-ideal conditions. If you should be needed and you either refuse to respond or refuse to report as requested, you may be terminated.

*If interested in the position, please download and fill out the MSUD job application. Save and choose the job application file to upload. Then fill out your name and email on our form at www.msud.net/careers, then click the **SUBMIT** button.*

MADISON SUBURBAN UTILITY DISTRICT IS A DRUG FREE WORKPLACE