

Public Works GIS Intern

General Definition of Work

Performs intermediate-level GIS and administrative support tasks within the Public Works Department. Responsibilities include assisting with GIS data collection, analysis, and mapping for multiple departments, maintaining geospatial databases, assisting staff with GIS-related tasks, and other tasks as assigned. Work is performed under the limited supervision of the Director of Public Works and/or designee. Limited oversight is exercised over any assigned temporary staff.

Qualification Requirements

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

Essential Functions

Assists in the collection, analysis, and maintenance of GIS data for public works projects including roads, sewers, yard waste collection, forestry, public lands and other tasks as assigned. Supports the creation and maintenance of GIS maps, report, and spatial data. Performs data entry and ensures the accuracy and consistency of GIS records and databases. Supports field data collection using GPS devices and other tools for infrastructure mapping. Assists in preparing data for planning, reporting, and decision-making processes. Helps maintain GIS software, data layers, and project documentation. Performs other related GIS and administrative tasks as assigned.

Knowledge, Skills and Abilities

General knowledge of GIS principles, tools, and software (ArcGIS Pro, ArcGIS Online). Ability to perform data entry, spatial analysis, and map creation. Advanced knowledge of Microsoft Office Suite (Word, Excel, PowerPoint). Ability to organize, maintain, and update GIS databases. Knowledge of GIS data types and spatial analysis techniques. Strong communication skills with the ability to relay technical information both verbally and in writing to non-technical staff. Ability to work both independently and as part of a team. Ability to prioritize tasks and manage multiple projects efficiently.

Education and Experience

Currently enrolled or graduated from an accredited degree program in Geography, Forestry, Horticulture, Botany, Civil Engineering, Environmental Science, or a related field. Experience with GIS software, data entry, and mapping is required. Experience writing grant applications a plus.

Physical Requirements

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, hazards, atmospheric conditions, and oils.

Special Requirements

May require possession of, or ability to obtain, specific licenses and/or certifications depending on departmental assignment.

Valid driver's license in the State of Ohio.

Please send resume to:

Ramona Lowery-Ferrell

Ramona.Lowery-Ferrell@shakerheightsoh.gov