GIS / Engineering Intern Needed – Summer 2017

The Champlain Water District (CWD) is seeking an individual to assist with GIS data update and maintenance, engineering projects and other duties as assigned. This is a paid internship position. CWD is the largest drinking water supplier in Vermont and is a nationally recognized leader for excellence in drinking water treatment. More information about CWD is available at – http://www.champlainwater.org/

CWD infrastructure and assets are numerous with documents and data associated with each. This information requires periodic updates, validation and organization. The goals of these efforts include having a comprehensive hydraulic model, digital field data collection and a records management system that allows for easy access to pertinent asset information both in the office and in the field. The summer intern will play a key role in working toward these goals.

JOB DESCRIPTION:

- Update existing GIS data using various resources (such as GPS data, imagery, hardcopy and electronic engineering drawings, other local GIS information and ESRI ArcGIS tools)
- QA/QC and entry of existing data and data collected during summer linewalking season
- Prepare GIS data for distribution (in different formats)
- Write metadata for existing GIS data as well as updated data
- Create GIS maps and CAD drawings
- Update CAD directory and record drawings files
- Identify and collect data necessary to create digital documentation for CWD assets
- Potential field work may include project site visits and data collection

COMPENSATION:

Pay is $13.00/hour (32-40 hours/week).

LOCATION:

403 Queen City Park Road, South Burlington, VT 05403

DURATION:

Summer 2017

QUALIFICATIONS NEEDED:

- Experience working with ESRI ArcGIS and Autodesk AutoCAD software
- Experience working with Microsoft Office software
- Ability to work independently in an office environment and in the field
- Ability to read and interpret engineering plans and drawings
- Strong technical and organizational skills
- Valid driver’s licence
- Knowledge of civil engineering concepts and GPS technology would be helpful

To apply, please e-mail cover letter and resume by March 17, 2017 to:

Melissa Hood  melissa.hood@champlainwater.org

CWD IS AN EQUAL OPPORTUNITY EMPLOYER