

GIS Intern

Date: March 25, 2025

Location: Monroeville Pennsylvania 15146

Company: Monroeville Municipal Authority

Job Type: Full Time, Temporary (12-week)

FLSA Status: Non-Exempt

POSITION SUMMARY:

The Geographic Information System (GIS) Intern position assists the GIS Specialist with the ongoing GIS needs of the Authority. This position helps to build and maintain the Authority GIS database and uses GIS software to analyze the spatial and non-spatial data within them. They perform data collection and analysis duties, including compiling and entering distinct types of data into GIS databases, scanning and digitizing paper maps, and reviewing data for accuracy.

RESPONSIBILITIES:

- Performing field collection of data using GNSS (GPS) receiver
- Scanning, georeferencing, and digitizing paper maps and drawings.
- Designing, maintaining, and producing digital and hardcopy maps.
- Editing and enhancing the Authority's water distribution and sanitary sewer collection system mapping.
- Identifying and troubleshooting technical issues.
- Deploying custom ESRI ArcGIS Online solutions for Authority staff.
- Offer technical support to Authority staff.
- Quality assurance and quality control.
- Performing additional duties specific to an area of expertise or technology as assigned by Management.

MINIMUM REQUIREMENTS:

- Enrollment in a post-secondary GIS, Geography, Environmental Science, Geology, or related program.
- Knowledge of ESRI ArcGIS Desktop, ArcGIS Pro, or ArcGIS Online.
- Experience with Microsoft Office products with emphasis on Excel.
- High-level analytical and critical thinking skills along with superior written and verbal skills.
- Ability to communicate effectively with management, staff, and the public.
- Demonstrated ability to work independently and as part of a team to meet goals and objectives.
- Valid Pennsylvania Driver's License and acceptable driving record.

PREFERRED QUALIFICATIONS:

- GIS Certificate is preferred.
- Knowledge of field GIS deployment techniques in a professional setting.
- Knowledge of and experience using GPS field data collection equipment.
- Information Technology and Python scripting experience a plus.
- Knowledge of Engineering principles or utility systems a plus.

COMPENSATION:

- \$15.00 hourly wage

ABOUT THE AUTHORITY:

The Monroeville Municipal Authority operates and maintains the public drinking water distribution system and public sanitary sewer collection system for the customers of the Municipality of Monroeville, Pennsylvania. Visit our website at www.monroevillewater.org.

PHYSICAL DEMANDS:

Medium Work - Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.

Balancing. Maintaining body equilibrium to prevent falling and walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.

Kneeling. Bending legs at knee to come to a rest on knee or knees.

Crouching. Bending the body downward and forward by bending leg and spine.

Crawling. Moving about on hands and knees or hands and feet.

Reaching. Extending hand(s) and arm(s) in any direction.

Standing. Particularly for sustained periods of time.

Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

Pushing. Using upper extremities to press against something with steady force to thrust forward, downward, or outward.

Pulling. Using upper extremities to exert force to draw, haul or tug objects in a sustained motion.

Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.

Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.

Grasping. Applying pressure to an object with the fingers and palm.

Feeling. Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.

Talking. Expressing or exchanging ideas with the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and the ability to recognize similarities and differences between sounds.

Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

Visual Acuity Requirements. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

WORKING CONDITIONS:

Activities occur inside and outside. The worker is subject to outside environmental conditions. No effective protection from the weather.

The worker is subject to extreme cold. Temperatures typically below 32 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.

The worker is subject to extreme heat. Temperatures above 100 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.

The worker is subject to noise. There is sufficient noise to cause the worker to shout to be heard above ambient noise level.

The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, water and wastewater, deep excavations, exposure to high heat or exposure to chemicals, animals, snakes, and venomous/poisonous insects.

The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.

The worker is subject to close quarters, crawl spaces, shafts, manholes and vaults, small, enclosed rooms, and other areas that could cause claustrophobia.

The worker must follow requirements as specified in applicable regulations for personal protective equipment, including clearance for use of respiratory protection and other associated equipment.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

This job description is subject to change at any time. It reflects management's assignment of essential functions and does not exclude or restrict the tasks that may be assigned. Monroeville Municipal Authority will provide equal employment opportunities to all applicants without regard to an applicant's race, color, religion, sex, gender, genetic information, national origin, age, veteran status, disability, or any other status protected by federal, state, or local law.

Please email cover letter and resume to DBarella@monroevillewater.org or submit same to:

Attn: GIS Specialist, 219 Speelman Lane, Monroeville, PA 15146.