



## GIS/GPS Intern Village of Bellevue, Brown County, Wisconsin

A progressive community located within the Green Bay Metropolitan Area, the Village of Bellevue is a community of 15,300 residents that is poised for significant residential and continued economic growth. Bellevue is seeking a highly-technical, ambitious, and skilled GIS/GPS Intern to provide data development, design, and collection, and operation of our geographic information system (GIS) and computer-aided design (CAD) software.



Reporting to the GIS/IT Manager, the GIS/GPS Intern performs major GIS/GPS functions, including data maintenance/management, field surveying, mapping, and data gathering. Other primary duties include assistance to the Community Development Department in maintaining our civic service software platforms and assistance to the Parks, Recreation, and Forestry Department and Public Works Department with the training of department staff on how to use our GIS system.

This position collects and updates data using our GIS software. The GIS/GPS Intern will utilize our GIS software to digitize land use, physical/environmental, park features, facilities/assets, architectural, utilities, easements, and other municipal data. The position will also perform day-to-day activities to assist the GIS/IT Manager in special project assignments, which could include but is not limited to the development of GIS maps, identification of discrepancies in digitized documents, and data entry of municipal data. This position requires knowledge of GIS and GPS programs and technology.

In order to qualify, an applicant must be enrolled (or recently graduated ) and in good standing in a geographic information system, urban planning, computer science (GIS focus), or civil technician field, completed relevant coursework from their institution of higher education in GIS, and possesses strong communication, problem-solving, and organization skills.

For more information about the Village of Bellevue and to find out more about this position, visit our [Website](http://www.villageofbellevue.org) at [www.villageofbellevue.org](http://www.villageofbellevue.org). To see the complete job description, visit the Job Opportunities page on the Village website.

To apply for this position, send a cover letter, resume, and completed employment application to [employment@villageofbellevue.org](mailto:employment@villageofbellevue.org) or mail to:  
Village of Bellevue, Attn: Human Resources  
2828 Allouez Ave  
Green Bay, WI 54311

This is a temporary, non-exempt position, with an hourly hiring range of \$15.00 to \$16.00 per hour; DOQ.

EOE. The position will remain open until filled; **the next review of applications will be on July 21, 2021.**



## JOB DESCRIPTION

**POSITION TITLE:** GIS/GPS Intern

**DEPARTMENT/FUNCTION:** GIS Function

**REPORTS TO:** GIS/IT Manager

**FLSA CATEGORY:** Non-Exempt

**EMPLOYMENT CLASSIFICATION:** Temporary/Seasonal **PAY TYPE:** Hourly

**LATEST REVISION DATE:** 01/2021

\*\*\*\*\*

### POSITION SUMMARY

Under the general direction of the GIS/IT Manager; functions as the GIS/GPS Intern. The position will assist with the development, design, and data collection of municipal utility, land use, park, facility, asset, etc. information, and installation of GIS/CAD software.

The position performs routine and entry-level technical geographic information systems (GIS) and global positioning systems work. The position generally is oriented toward persons pursuing higher education and require an internship experience as a supplement to formal course work, resume building, or a recent graduate seeking job experience.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### *GIS, GPS, Field Survey, and Data Maintenance 70%*

- Collects and updates data using GPS, ArcGIS, ArcGIS Pro, QGIS, AutoCAD (Optional) by performing on-screen digitizing of land use, physical/environmental, park features, facilities/assets, architectural, utilities, easements, and other municipal data.
- Performs data entry of engineering, architectural, and other information from plans, drawings, CCTV, pavement rating, etc., into CityWorks Asset Management System and geospatial and/or database format(s).
- Assists Building Inspectors and Planner/Zoning Administrator of data entry function including, but not limited to building permits, planning, code enforcement, activities into EnerGov database program.
- Utilizes a variety of survey tools and equipment, including measuring rods, tapes, surveying transits, levels, calculators, GPS data collector(s), and other tools to determine distance, location, dimension, depth, grade, and volumes.

#### *Mapping, Web mapping, Dashboard, Survey123, and Collector Development 10%*

- Assists with the conversion of physical maps to digital copies and updates digital documents.
- Assists with the development of ESRI web maps, Dashboards, Survey123, and Collector applications.

### *Image Data Gathering and Quality Assurance 10%*

- Converts physical documents, such as site plans, building permits, as-built, architectural, utility, vouchers, and other miscellaneous documents into digital formats using a small and/or large format scanner(s).
- Identifies discrepancies in data digitized/scanned versus archived paper documents.
- Georeferences scanned images to Brown County Coordinate System via GIS.
- Links scanned indexed information to GIS features.

### *Miscellaneous 10%*

- Assists the Director of Community Development, Director of Parks, Recreation, and Forestry, Director of Public Works, Utility Superintendent, Operations Superintendent, Engineering Technician, Parks & Urban Forestry Foreman, and other staff with departmental needs.
- Helps train other staff on how to use the GIS and other systems learned on the job (e.g. CityWorks and EnerGov).
- Assists with upgrading GIS and CAD software to the latest versions on all end-user computers and mobile data terminals.
- Performs related duties, special projects, and other miscellaneous work as assigned.

### **Essential Knowledge, Skills, and Abilities**

- Applicant must have an intermediate understanding of the use and operations of ESRI ArcMap, ArcGIS Pro, and ArcGIS Online; familiar with Open Source QGIS (not required, but helpful), GPS; the methods, techniques, and procedures used in the planning, designing, maintenance, editing, and production of geographic data and mapping.
- Applicant must be able to understand ArcGIS Mobile Collector App, Trimble TerraSync and Pathfinder, Trimble GeoXH, R2, and/or Juno GPS, and iPad devices, scanning hardware, and other miscellaneous hardware/software applications.
- Applicant must be familiar with global positioning systems and methods used to collect data.
- Apply geographic principles and practices to the maintenance of geographic information databases.
- Ability to manage multiple work assignments, prioritize, and complete assignments accurately and timely.
- Ability to take direction, facilitate communication, resolve problems, and work individually or as part of a team.
- Ability to make sound decisions and exercise good judgment in the absence of supervision.
- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and makes use of the principles of descriptive statistics. Ability to comprehend and interpret policy and procedure manuals, work rules, safety procedures, construction plans, GIS mapping, and record drawings.
- Ability to record and deliver information, explain procedures, and follow directions and instructions accurately and in a timely manner.
- Ability to communicate effectively and courteously with the public, board members, administration, supervisors, other Village employees, construction contractors, and others.

## **Required Experience, Education, and Training**

- Must be enrolled (or recently graduated) and in good standing in a higher education program; If enrolled, the applicant must be a third-year, fourth-year, or fifth-year undergraduate student, or a first-year or second-year graduate student in a geographic information system, urban planning, computer science (GIS focus), or civil technician field.
- Must have complete relevant coursework in geographic information systems.
- Completion of coursework in urban planning, surveying, civil technologies and engineering, database principals, computer science, environmental management, or closely related field is desirable.
- Must possess a valid driver's license with a safe driving record.
- An equivalent combination of education and experience that demonstrates knowledge, skills, and abilities to perform the duties of the job may be considered.

### **Minimum Physical Abilities to Perform Essential Job Functions:**

- Some duties require the employee to work under extreme weather and environmental conditions of the worksite, work outdoors, and in an office setting.
- The job requires the employee to walk and stand for extended periods across rough terrain and more heavy objects.

---

*This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements. In addition, the Village reserves the right to add, change, or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.*