

GIS INTERN

Non-Exempt Status

Reports To: Manager of Engineering and Design

Supervises: No Supervisory Responsibilities

Pre-requisites

Education: Must have a high school diploma or GED; Must be currently enrolled in an Associate degree program (bachelor's preferred) in Geographic Information Systems from an accredited post-secondary institution. Must have a minimum GPA of 2.75.

Skills/Abilities:

- Knowledge of ESRI ArcGIS 10.x Software Suite including ArcGIS Desktop, Arc Catalog, Server Manager and Flex Viewer.
- Ability to accurately portray electrical engineering plans using industry specific terminology and symbology along with procedures such as data development, manipulation, Ortho-rectification, Geo-rectification and quality control in ESRI ArcGIS.
- Reads and uses graphic instructions such as blueprints, layouts or other visual aids including zoning maps, quarter-section maps, plat maps, land use maps, single line maps, and aerial maps
- Proficiency in the use of electronic spreadsheets, word processing programs, and database management tools (Microsoft Excel, Word, PowerPoint, etc.).
- Ability to perform mathematical calculations using algebra, geometry and trigonometry.
- Ability to present facts clearly and accurately in graphic form.
- Possesses effective time management skills and can execute a variety of tasks with precision and attention to detail.
- Ability to work effectively as a team member.
- Ability to identify, analyze and solve problems.
- Ability to recognize hazards in the workplace and possesses the ability to mitigate the hazards.
- Good oral and written communication skills to communicate with fellow employees both tactfully and courteously.

Other Requirements: Must have a valid Texas driver's license. Must have graduated from a high school in one of the 17 counties served by Medina Electric Cooperative (MEC).

The position will be a full-time position during the summer (mid-May thru mid-August).

The following are essential functions of this position and not intended to be all inclusive. An employee may be directed to perform other reasonably related job duties and responsibilities. MEC reserves the right to revise or change the job duties and responsibilities as the need arises. The position description will be updated accordingly. This position description does not constitute a written or implied contract of employment.

Typical Responsibilities Include

Perform assignments on work related to recording or producing information associated with the construction, operation, and maintenance of Electrical Utility Systems under the supervision of GIS technicians and Engineers. Updates the GIS connected model with information from sources including, but not limited to, work management systems, as-built construction drawings, work orders, completion records, field reports or other information sources. Operates computer-aided design and drafting mapping system software to produce maps, drawings, and charts. Works on special projects, as assigned, to assist in MEC's mission statement, "Exceed member expectations in everything we do."

1. Must strive to gain an understanding of MEC GIS practices and procedures.
2. Works with MEC team members to determine an applicable project and complete the project prior to the completion of the summer.
3. Develops and presents a PowerPoint to MEC Senior Leadership team at the completion of the summer.
4. Wears safety clothing and equipment such as hardhat, safety glasses, steel-toed shoes, etc. as appropriate.
5. Performs all duties in accordance with applicable safety, policy, and procedure manuals, rules and regulations (MEC, NESC, OSHA, DOL, etc.).
6. Attends in-house training, and other functions relevant to position.
7. Must be able to drive and maintain a current Texas driver's license.
8. Conduct must reflect a professional image with members, general public, and employees.
9. Performs other duties as assigned by management.

Standard Requirements:

- Ability to perform the essential job functions safely and successfully consistent with the ADA, FMLA, and other federal, state, and cooperative standards.
- Ability to maintain regular, punctual attendance.
- Must be able to communicate with others in person and on the telephone clearly and courteously.
- Must be able to lift up to 10 lbs.