



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## GIS/Asset Management Electrical Intern

### General Statement of Duties

These positions are for the summer of 2022 May - September. Standard work week M-F, 8 am-5pm, some overtime may be required. These positions will not exceed six (6) months.

### Distinguishing Features of the Class

Under general supervision by Electric Department management, integrates field GIS and asset management data into electronic asset management and GIS information systems. Develops and builds asset attribute records and other electronic information. Field work may involve interfacing with the public and the GIS/ Asset Management Electrical Intern must perform these duties in a manner that reflects positively on the City of Sitka and the Electric Department.

### Representative Duties

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Field verification of Electric Department assets using GIS and GPS tools and attribute collection systems, and uploads collected asset information into electronic asset management and GIS information systems.

Use office computers and related electronic systems.

Use handheld GIS/GPS asset attribute data collection devices, radios, and/or cell phones.

Use and operate CBS vehicles.

Performs other duties as assigned or as required by the position

### Qualifications

The following generally describes the knowledge, skills and abilities required to enter the job and/or be learned within a short period of time to successfully perform the assigned duties.

### Knowledge of:

Computer and computer software skills including CAD, CNC, general logic programming, and Microsoft Office. Desirable, experience and knowledge of drone and GIS systems.

### Ability To:

Work independently in the field or office environment under the direction of Electric Department management. Learn and use and organize GIS/GPS field asset management tools and devices.

**Education and Experience Guidelines**

Active student enrolled in a college level electrical or computer engineering program with a minimum completion of sophomore level coursework and any combination of education or experience that would be likely to provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Equivalent of one year employment in a position demonstrating capability to work responsibly with minimal supervision required. Good communication and customer service skills are required.

Desirable, a recommendation letter from a college or University Professor within your degree program.

**License or Certificate:**

Possession of, or ability to obtain, a valid state driver's license.

**Physical Demands and Working Environment**

The conditions herein are representative of those that must be met by an employee to Successfully perform the essential functions of this job.

**Environment:** Indoor and Outdoor field environment; all types of weather, temperature conditions, work/walk on various types of surfaces. Routine contact with the public.

**Physical:**

Primary functions require sufficient physical ability and mobility to work in a field environment with rough terrain; to walk outdoors for prolonged periods of time in inclement weather; and verbally communicate to exchange information.

**Visual:**

See in the normal visual range with or without correction.

**Hearing:**

Hear in the normal audio range with or without correction.

**Confidentiality:**

Employees must maintain the confidentiality of all sensitive personal and/or private Information obtained or observed in the performance of their job.

**Deleted as part of Education and Experience Guidelines:**

**Education/Training:**

*Minimum of high school level competency in reading, writing, computer skills and mathematics, with post high school acceptance to a higher educational path (college, university, technical trade school).*

*Required.*

Completed applications can be sent to [hr@cityofsitka.org](mailto:hr@cityofsitka.org) or dropped off at Room 300 in the City Hall office building at 100 Lincoln Street. Call 747-1816 if you have any questions.