

# Summer Intern

Public Works, Stormwater, or Water/Wastewater



## JOB SUMMARY

The intern position is for a period of 12 weeks during the summer (between May and August) with placement to work in one of the following areas: Public Works, Stormwater, or Water/Wastewater Departments.

## SALARY

- **\$12.00** / hour (12 weeks or 480 maximum working hours during the summer)

## MAJOR DUTIES

- Assists in the collection of GIS (Geographic Information System) data through use of GPS equipment.
- Works with members of Public Works, Stormwater, or Water/Wastewater on various projects.
  - Examples of past and current duties:
    - Street sign locating
    - Street addressing
    - Sidewalk inspections
    - Cemetery mapping
    - Curb and gutter locating
    - Backflow device locating
    - Fire hydrant locating
    - Fire line locating
    - Meter locating
    - Water main locating
    - Water valve locating
    - Sewer cleanout locating
    - Stormwater drainage inspections
    - Stormwater outfall inspections
    - Stream reach inspections
    - Water quality sampling
    - Warehouse inventory
    - Work order data entry
    - Other related duties

## KNOWLEDGE REQUIRED BY THE POSITION

- Basic computers skills including the use of Microsoft Word and Excel.
- Training provided for use of GPS equipment and water sampling devices, etc.

## SUPERVISORY CONTROLS

- The GIS Administrator assigns projects and provides instructions.
- The job supervisor spot-checks completed work for compliance with assigned procedures.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work typically performed is in an office and/or outdoor setting.
- Office work consists of sitting at a desk or table or while intermittently sitting, standing, stooping, or walking.
- Outdoor work consists of data gathering and inspections that could be in hot/cold or inclement weather.
- The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.

## MINIMUM QUALIFICATIONS

- High School diploma
- Currently enrolled in College
- Possession of a valid driver's license issued by the State of Georgia with a safe driving record.