



JOB TITLE:	DEM GIS Technician Internship	GRADE	1
DEPARTMENT:	Division of Environmental Management	FLSA STATUS:	Non-Exempt
REPORTS TO:	Stormwater Management Coordinator and/or Watershed Specialist		

GENERAL DEFINITION OF WORK:

Performs responsible professional work involved in the production, distribution, data editing and application support of departmental geographic information system (GIS) database; using GIS applications, and converting geographic information to digital data. Works as an individual or in a group in the development of their own GIS capabilities, with additional direction and support from the County GIS Office and Stormwater/Watershed personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific responsibilities does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Ensure spatial accuracy and data quality of geospatial and attribute data encoding to the departmental GIS database; perform high accuracy geospatial mapping by COGO (coordinate geometry) and GPS (global positioning system) mapping techniques, link attributes to geospatial objects, and edit attribute database.
2. Provide GIS spatial and attribute data analysis, and create custom digital mapping, and custom database products, digital information, and hardcopy maps for internal customers.
3. Provide GIS database information and data for use by the department; coordinates hard copy map storage space and organization.
4. Assist with department-wide maintenance and support of GIS related applications, data files, database system, and internet/intranet web data and coordinates related support with the GIS Office technical staff.
5. Performs work leading to the production of site specific and county-wide geographic maps to include digitizing cartographic documents and updating and maintaining existing digital layers in the GIS.
6. Converts analog map products to digital format, and digital data from one form to another using established conversion procedure.
Collect point and line features by means of a hand-held GPS device or device with ESRI Collector App locating system infrastructure in the field including storm inlets, stormwater management structures, ditches, swales, manholes, valves, clean-outs, pump stations, etc.
7. Downloading GPS data to the GIS database and insuring locational and attribute quality control.
8. Edits data geometry as needed, writes metadata, and compiles summaries of work performed.
9. Assists with data manipulation and conversion between GIS and AutoCAD systems and the creation of a comprehensive infrastructure management system.
10. Assist with data manipulation in support of the County's Stormwater Management Program and NPDES requirements.
11. Assists in enhancing Hydraulic and Hydrologic modeling using GIS.
12. Compiles data to support County's stormwater drainage and water quality systems.
13. Assists with stream bank analysis for restoration projects.
14. Receives direction from the DEM staff member responsible for assigned project.

15. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Entry-level knowledge and skill in maintaining multi-layered GIS databases; college-level knowledge and skill in utilizing ESRI GIS software; excellent skills in mathematics, problem solving, writing and documentation; beginning-level knowledge and skill with remote sensing, photogrammetry and digital image processing; some knowledge of manual and digital cartographic techniques and standards; ability to comprehend technical specifications for manual and GIS related products; ability to coordinate and integrate knowledge from various sources; ability to effectively communicate ideas both orally and in writing; ability to establish and maintain effective working relationships with associates, ability to effectively communicate with homeowners and the general public both orally and in writing concerning performing their duties along public streets and rights-of-ways.

EDUCATION AND EXPERIENCE:

Applicants must have completed a minimum of GIS I and be currently enrolled in (or completed) GIS II. Applicants must have a minimum of a 2.5 GPA within respective major and be enrolled full time in an accredited university with major course work in geography, geographic information systems, planning, engineering, or related field, for the duration of the internship.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

1. Possession of a valid driver's license.
2. Must have reliable transportation and be covered by auto and health insurance, as these will not be provided by the county. (If a County vehicle is not provided, the County will pay mileage to and from the intern's assigned county office and assigned job sites.)

Three (3) Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/jobs/>
or
2. Complete and email an Application to HR@washco-md.net
or
3. Complete and mail Application to:
**Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740.**

Internal Candidates are required to use an Internal Application (including resume) when applying.

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:
Tuesday, June 22nd, 2021 @ 4:00pm**

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Human Resources: 07/2018