



## LAKE WHATCOM WATER & SEWER DISTRICT

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Bellingham, WA, 98229

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### Lake Whatcom Water & Sewer District Employment Opportunity

#### Field GIS Data Collection Intern

The Lake Whatcom Water and Sewer District is a special purpose government entity providing municipal water and sewer service to neighborhoods throughout much of the Lake Whatcom Watershed in Whatcom County, Washington. The District is seeking a Geographic Information Systems (GIS) Intern for data collection in the field utilizing GPS and asset management applications. This position is a full-time seasonal position for a term of up to three months.

#### JOB SUMMARY

Physically find and locate District water and sewer assets in the field using existing GIS base maps and record drawings. Collect the GPS location and perform a condition assessment and inspection on each asset. This is a field position that is expected to work outside in all types of weather conditions. Most of the work is anticipated to be located in Sudden Valley.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- assists engineering department staff with physically finding assets in the field utilizing existing GIS base maps and record drawings for clues and guidance
- labor intensive brushing and clearing vegetation from around assets
- collects GPS positions and recording asset condition
- assists with mapping and basic data collection for infrastructure inventories
- performs basic GIS feature editing

#### KNOWLEDGE, SKILLS, AND ABILITIES

- knowledge of principles and practices of GIS computer applications
- ability to communicate clearly and effectively, verbally and in writing
- understanding of basic GIS and other software tools
- understanding of civil engineering plans and specifications
- ability to work cooperatively as a project team member
- ability to take direction from engineering staff and work independently (both in field and office)

#### REQUIRED QUALIFICATIONS

- a student enrolled in a degree program in GIS, geography, planning, civil engineering, or related program
- possess a Washington State driver's license and maintain a driving record acceptable to the District's insurance carrier

## WORKING CONDITIONS

For the 2019 summer, work will primarily be performed in the field collecting infrastructure location data using a GPS device. Physical effort may be required to lift equipment and system parts, which weigh up to 50 pounds. Fieldwork will involve data collection and reconnaissance in ravines, and other rugged terrain with steep slopes covered by brush, blackberries, and vegetation. Physical hazards may occur from exposure to traffic or rugged terrain. Assets include public water systems as well as public sewer infrastructure. Incumbent will be expected to open and visually inspect sewer manholes from the ground surface.

## OTHER DISTRICT REQUIREMENTS

- punctual and consistent attendance
- dress and grooming appropriate to the position
- safety attire, equipment practices appropriate to the position
- deal tactfully and courteously with the public
- establish and maintain effective working relationships with fellow employees

## SALARY and WORK SCHEDULE

- salary will be \$15.00 per hour
- work schedule will be 40 hours per week following a four days per week, 10 hours per day schedule (Monday through Thursday, 7:00 a.m. to 5:30 p.m., with a half-hour lunch)
- two unpaid holidays are anticipated during the work period (Independence Day on July 4 and Labor Day on September 2)
- employment schedule is anticipated to be mid-June through mid-September, with some flexibility to accommodate the preferred candidate's academic schedule

## APPLICATION PROCESS

- first review of applications will be on Friday, May 31
- applications may be obtained at [www.lwwsd.org](http://www.lwwsd.org)
- submit completed application, cover letter, and resume to Lake Whatcom Water & Sewer District, 1220 Lakeway Drive, Bellingham, WA 98229

The Lake Whatcom Water and Sewer District is an equal opportunity employer. The District employs, retains, promotes, disciplines, and otherwise treats all employees and job applicants strictly on the basis of job-related qualifications and competence. These policies and all employment practices shall be applied without regard to any individual's sex, race, color, creed, religion, national origin, sexual orientation (including gender identity), pregnancy, age, marital status, military status, disability genetic information, or any other characteristic protected by law.

This job description in no way implies that these are the only duties to be performed. The employee serving in this position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisors.

This job description does not constitute an employment agreement between the District and the employee and is subject to change as the needs of the District and requirements of the job change.