



## **CITY OF THE VILLAGE OF INDIAN HILL POSITION DESCRIPTION**

**Position Title:** GIS Intern  
**Department:** GIS/Inspection  
**Reports to:** GIS Analyst  
**Civil Service Status:** Unclassified  
**Employment Type:** Temporary  
**Pay Classification:** Hourly, Nonexempt  
**Salary Range:** \$14.00 - \$16.87  
**Adopted/Revised:** January 2025

**FUNCTION:** The GIS Intern will support the Village of Indian Hill Public Works and Water Works departments in managing and maintaining Geographic Information Systems (GIS) data related to water utility infrastructure, stormwater systems, and public works initiatives. This role offers hands-on experience in field data collection, GIS database management, and public interaction, while contributing to the Village's commitment to high-quality service and operational efficiency.

### **REPRESENTATIVE LIST OF RESPONSIBILITIES:**

- Assists in maintaining GIS databases with up-to-date water works infrastructure and stormwater data.
- Develops and prepares online maps and applications for field use under GIS Analyst supervision.
- Operates GPS equipment (e.g., Trimble) to collect accurate field data.
- Ensures adherence to established mapping standards and workflows.
- Conducts onsite evaluations to map infrastructure and inspect systems.
- Maps water meters, curb stop valves, service lines, and mains.
- Organizes and digitizes water works plans.
- Interacts with the public, including entering homes to locate water utility lines, while maintaining professionalism and excellent customer service.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Proficiency with ESRI Suite (ArcGIS Pro, ArcGIS Online, Field Maps).
- Knowledge of basic GPS techniques and equipment (Trimble preferred).
- Strong verbal and written communication skills.
- Ability to provide high-quality customer service, including problem-solving and conflict resolution.
- Ability to organize, prioritize, and schedule work effectively.
- High degree of integrity, maturity, and independence.
- Initiative and willingness to learn.
- Proficient with Microsoft Office and internet browser tools.
- Previous municipal or utility experience is a plus.
- Knowledge of water utility operations and materials (preferred).

## **EQUIPMENT USED:**

Motor vehicle, iPad, GIS software, GPS equipment, computer, copy machine/printer, telephone and other small office equipment, metal detector, line locating equipment, small hand tools, and safety gear.

## **PHYSICAL REQUIREMENTS OR RESTRICTIONS FOR POSITION:**

The work environment characteristics described here are representative of those encounters while performing the essential functions of the position.

Must have ability to do manual labor, walking, squatting, twisting, bending, and kneeling to perform job responsibilities. Light work involves frequently lifting, carrying, pushing or pulling objects and equipment up to 20 to 30 lbs. Work may occasionally require lifting, pushing or pulling objects over 50 lbs. or more. Ability to traverse uneven ground. Dexterity to use keyboard, monitor, calculator, iPad, GPS equipment and various small office equipment and hand tools. Vocal communication is required to perceive, express or exchange ideas by means of spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity including color, depth perception, and field of vision to prepare and analyze written or computer data, equipment and reports. Work is regularly performed outdoors in various temperature and weather conditions at various work sites.

## **MINIMUM EDUCATIONAL AND EXPERIENCE REQUIREMENTS:**

Working toward a degree in Geographic Information Systems, Civil Engineering, Environmental Engineering or Computer Science. Candidate must have experience in Windows applications including Outlook, Word, Excel, Access and Publisher. Preferred experience with CAD and GIS. Knowledge of municipal building codes, zoning regulations and storm water management regulations a plus.

**SIGNATURES:**

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Incumbent	Date	Supervisor	Date
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**The duties listed above are intended only as illustrations of the various types of activities, duties or responsibilities that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the position change.**