

## NOTICE TO ALL EMPLOYEES

October 6, 2020

The Utility is recruiting for a **Student – GIS Technician Trainee**. Applicants interested in being considered for this position are invited to submit a resume to Human Resources by **5:00 p.m., Friday, October 23, 2020**. Please include a cover letter indicating why you are interested in this position and what you can contribute based upon your experience and education.

### **Student – GIS Technician Trainee**

This position reports to the GIS/Joint Use Manager and is located at the Operations Center, 8600 NE 117<sup>th</sup> Avenue, Vancouver, Washington. Some hours may be required to work remotely during the COVID-19 pandemic. Working hours are dependent on school schedule; starting wage is \$15.00 per hour.

#### **POSITION SUMMARY:**

Work with GIS Technicians, GIS Analysts and Joint-Use employees to perform tasks that will keep the GIS and Joint-Use departments current with daily tasks. Projects related to GIS and CAD may also be assigned which could include the following:

- Update system maps, feeder maps, one-lines, construction drawings and detail drawings.
- Incorporate as-built prints into the utility's GIS system.
- Scanning and filing completed as-built prints.
- Field check system maps for accuracy.
- Create and update CAD drawings as needed.
- Enter or update attachment permits in Varasset.
- Field check pole attachment and pole transfers for completeness.
- Create and update work orders to remove poles as needed.

#### **QUALIFICATIONS:**

High school graduate, and must be enrolled in college majoring in an engineering, GIS, or technical related program. Must have a basic understanding of electrical theory, and strong computer skills. Experience or training using Microsoft Word and Excel is desirable. Effective written and oral communication skills, along with strong organizational skills are required. Must be flexible, dependable and teamwork oriented. Must be able to work a minimum of about 20 hours a week during the school year. Full time during summer months is desirable. Must have a valid driver's license.

#### **PREFERRED EDUCATION/EXPERIENCE:**

- Experience with ESRI ArcGIS a plus.
- Experience with AutoCad a plus.
- First or second year student with a technical background is preferred.

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#### **Equal Opportunity Employer**

*At Clark Public Utilities, we are committed to being a place where a diverse mix of talented people want to come, to stay and do their best work.*