

# GIS Inventory Intern

## Public Works Department

Under direct supervision of the Public Works Director or City Engineer, to obtain detailed inventory of all water valves, fire hydrants, meters, sanitary sewer manholes and all other appurtenances related to the public water/sanitary sewer system within the city limits of the Town of Addison. Uses Trimble equipment to derive GIS data for all water valves, fire hydrants, meters, sanitary sewer manholes and all other appurtenances related to the public water/sanitary sewer system within the Town of Addison. Must derive information on each appurtenance. Prefer experience with ArcView. Must follow all safety rules, regulations, and requirements of the Public Works Department. Will be working in some high volume traffic areas which will require adherence to TXDOT standards for the setting of cones and warning signs. Inputs data into the computer to obtain additional CITYgreen 5 information such as air pollution removal, carbon sequestration, stormwater control and residential cooling to arrive at economic benefits. Must have own transportation with proof of liability or willingness to carry town provided phone at all times; mileage will be reimbursed by the Town if using own personal vehicle. From time-to-time, incumbent may be assigned to perform extra job duties that are directly, indirectly or completely unrelated to their normal job functions in the course of presenting the designated special event(s).

**Hours:** Monday-Friday: Hours may vary, approx. 30-40 hrs/week; Position funded for 12-15 weeks

**Salary: \$10.08/hr**

Town of Addison  
Human Resources Department  
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Email: [jobs@addisontx.gov](mailto:jobs@addisontx.gov)

## Minimum Requirements

*This position requires a clear background and clear pre-employment drug screen.*

- High School Diploma.
- Prefer some college credit.
- Must have Windows based computer experience and be comfortable with inputting field collected data and performing calculations on the computer.
- General surveying or experience with GIS surveying equipment (Trimble) is preferred but not necessary as will train.
- Prefer experience with the use of ArcView
- Must be able to communicate effectively both orally and in writing in English.
- Ability to maintain harmonious working relations with fellow employees and to deal tactfully with the general public.

Position Posted:  
May 12, 2009  
Open Until Filled

Online applications available at  
[www.addisontx.gov](http://www.addisontx.gov)

Blueprints at Addison Circle



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