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Northern Water, 220 Water Ave.  
Berthoud, CO 80513  
Email Preferred: [careers@northernwater.org](mailto:careers@northernwater.org)

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## GIS Technician Internship

Division/Department: Finance & Administration Division/Information Technology Services Department  
Reports to: GIS Supervisor  
Location: Berthoud, CO  
Type of Position: Internship  
Status: Non-exempt  
Salary Range: \$20 - \$22/Hour

### GENERAL STATEMENT

This position will support the Northern Water GIS Team with various tasks related to the Geospatial program at Northern Water.

### INTERN DUTIES AND RESPONSIBILITIES

- Helps to execute a Northern Water GIS strategy for the Assets Management portfolio.
- Assistance with review, adjustments, and improvements to the Northern Water Real Estate records datasets.
- Coordinate with various Northern Water staff on researching and improving GIS records.
- Field data collection (positions/photos) of Northern Water assets/properties/interests as needed.

### INTERNSHIP BENEFITS

- Opportunity to interact with and learn from Northern Water GIS professionals with varying levels of experience and expertise.
- Mentoring/networking with various Northern Water professionals.
- Opportunity to see/interact with/facilitate improvements with water delivery infrastructure and real estate records management.
- Opportunity to increase technical GIS skills and build familiarity with GIS software applications and workflows.

### EDUCATION REQUIREMENTS

- The intern should be currently enrolled in a geospatial, geography, agricultural, water resources, engineering, environmental or a related field of study/program.

### KNOWLEDGE, SKILLS AND ABILITIES

- Basic knowledge of GIS concepts and fundamentals.
- Experience with Microsoft Office Products (Word, Excel, PowerPoint, SharePoint)
- Work independently in the absence of direct supervision.
- Ability to work collaboratively and productively.

- Communicate at a technical and non-technical level.
- Passion for learning new skills in a diverse technology environment.
- Knowledge of GPS technology and concepts is preferred, though not required.

### **REQUIREMENTS**

- On-site position, desired to have 40 hours completed/week with some flexibility.
- Maintains a personal appearance appropriate for the job position and image of Northern Water.
- 3-6 months of experience with Esri ArcGIS desktop mapping software (ArcPro/ArcMap).

### **PHYSICAL REQUIREMENTS**

- Occasional walking, bending, stooping, or climbing stairs during site visits or equipment inspections.
- Ability to visit remote sites and conduct field data collections with various equipment during both pleasant and inclement weather when required.
- Prolonged sitting and sustained operation of keyboard devices.
- Must be able to meet the physical requirements of a post-job offer physical examination.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of the job.

**This job description in no way states or implies that these are the only duties to be performed by this employee.**

**Northern Water provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, marital status, sexual orientation, gender identity, national origin, disability, genetics, veteran status or other legally protected characteristics. Northern Water complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Northern Water also prohibits any form of workplace harassment in accordance with these laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.**