Examples of Duties: A GIS Student Intern assists in implementation, design and support of the Agency’s Geographic Information System (GIS). Under general direction from an engineer or technical staff member, responsibilities may include, but are not limited to, data collection through a combination of field investigation and other sources such as aerial photographs, USGS maps, parcel maps and GPS equipment; inputting and updating current Agency data sets; updating a variety of maps, including utility, zoning, reference and topographic, by making changes and drawing new boundaries; inputting, querying and manipulating data using GIS software and AutoCAD Map; participating in the development of databases associated with the GIS base mapping and subsequent map layers; researching and interpreting legal descriptions; searching recorded deeds and surveys to determine correct locations and descriptions of facilities; performing calculations; and building and maintaining positive working relationships with co-workers, other Agency employees and the public.

QUALIFICATIONS:

Knowledge of: Modern office methods, procedures and equipment; computer aided drafting, mapping and GIS terminology, procedures, tools and programs, including AutoCAD and GIS software; use of word processing, database and spreadsheet applications, including Microsoft Word, Excel and Access; Microsoft Outlook; algebra, geometry, and trigonometry as used in the computation of distances, angles, and areas; proper use of English, grammar and punctuation; basic conventions used in reading and preparing maps, plans, drawings and engineering documents; and principles and practices of customer service.

Ability to: Conduct research and data collection; perform mathematical computations; make legible, accurate computations and notes on engineering documents; understand and carry out oral and written directions; prioritize and execute tasks; present ideas in user-friendly language; adhere to safe work practices; operate a computer using word processing and business software and other office equipment; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with co-workers and the public.

Education and Experience: This internship requires completion of one year of study at an accredited college or university with major coursework in GIS, geography, drafting, surveying, engineering or a closely related field. Classwork or experience in ESRI-based GIS software applications, AutoCAD, databases and other relevant software and GPS equipment usage is highly desirable.

License/Certification: Must possess and maintain a valid California driver’s license with an acceptable driving record.

TERMS OF EMPLOYMENT:

Employment is temporary and designed to offer practical learning experience. It is anticipated this internship opportunity will begin in May and last through August, with work hours per week ranging from approximately 30 to 40.
**HOW TO APPLY**

**Filing Instructions:** Applications can be obtained at PCWA’s office, 144 Ferguson Road, Auburn, CA 95603, by phone at (530) 823-4958, or downloaded from our website at www.pcwa.net. Agency’s mailing address is:

HUMAN RESOURCES
PLACER COUNTY WATER AGENCY
P.O. Box 6570
Auburn, CA 95604

1. A PCWA application form must be filled out completely and must clearly show training, education and/or experience which indicates that qualifications are met. Applicants **should attach additional pages as necessary** to thoroughly describe their applicable education and any experience to support their qualifications.

2. Applicants must also submit a copy (does not need to be an “official” copy) of their college transcript(s) indicating current enrollment.

Original applications and transcripts must be received in the Human Resources Division of PCWA. Incomplete applications will not be considered.

**E-mail Address:** Communication with applicants regarding this recruitment will occur through e-mail. Applicants must provide an e-mail address on their applications in order to continue in the selection process. Applications submitted without an e-mail address will not be considered.

**Medical Exam:** All candidates, before being hired, will be required to take a physical exam at Agency expense.

**Selection:** Final appointment is contingent upon a background check.

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**About Placer County Water Agency**

The Agency encompasses the entire 1,500-square-mile boundary of Placer County, ranging from the rim of the Sacramento Valley on the west to the Sierra Nevada and Lake Tahoe on the east. PCWA is headquartered in Auburn, the county seat of Placer County, in California’s beautiful Gold Country. PCWA carries out a broad range of responsibilities including water resource planning and management, retail and wholesale supply of irrigation water and drinking water and production of hydroelectric energy.