



Littleton Electric Light and Water Department

GIS INTERN

FUNCTION:

To assist with the development, expansion, and maintenance of a geographic information system (GIS) and related applications for a municipal electric and water utility, and to work in conjunction with other department personnel in supporting an electric distribution system.

REPORTING RELATIONSHIPS:

- Reports directly to the Engineering Technician
- Works closely with engineering and operations personnel

DUTIES:

- Assist in collection of data, updating and editing of GIS map and related databases
- Perform field collection of GPS data
- Perform collection of electric and water infrastructure images
- Research and development of applications to assist in the operation of the electric distribution system
- Perform inspections of electric distribution system elements including poles, transformers, meters, etc.
- Assist with troubleshooting and maintenance of electric and water Advance Meter Infrastructure system
- Assist the Engineering Department with projects as needed
- Perform other duties as necessary as required by management

QUALIFICATIONS:

- Must be able to properly use personal safety equipment necessary for the operation of a high voltage distribution system (rubber gloves, hardhat, safety glasses, etc.)
- Valid Class D Massachusetts Driver's License

PREFERRED DEMONSTRATED SKILLS:

- AutoCAD/AutoCAD Map 3D experience
- Experience with Structured Query Language (SQL), MS SQL Server Management Studio, Python, JSON, and Notepad++
- Familiarity with app design and development