

Position Description



DRAFT

POSITION: Summer Intern

DATE:

INCUMBENT:

ANALYST:

DEPARTMENT:

APPROVAL:

LOCATION: West Nyack, NY

Manager Approval:

REPORTS TO:

Summary:

Summer Intern will be responsible for assisting with geo-coding water main breaks in the GIS, inspecting service lines and meters installed in the system and updating the database, reviewing developer plans and creating material take-offs, updating AutoCAD drawings, and filing.

Dimensions:

Subordinates: none

Operating Utilities:

Education/Equivalent:

Work Experience Needed:

Special Skills/Abilities Needed:

- Excellent analytical, organizational, computer and interpersonal skills.
- Abilities to set daily priorities and work schedules
- Ability to interface with all levels of staff and management
- Exercise discretion and independent judgment
- Knowledge of Microsoft Office Suite, Microsoft Access,
- Working knowledge of hydraulic principals

Nature & Scope-Principal Areas of Responsibilities:

Essential Functions:

Limited Travel flexibility

This position description is intended for the purpose of evaluation and salary positioning and is not a contract setting forth the full scope of employment. The employer retains the right to deviate from the description at its discretion, without notice.