



Providing safe, reliable, affordable, and sustainable utility service to our customers.

1230 Ruddell Road SE
Lacey, WA 98503
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Fax (360) 357-1172 ♦ HR@thurstonpud.org

Position Title:	GIS Intern
Job Type:	Full-Time, Temporary, FLSA Non-Exempt, Overtime Eligible
Department:	Planning and Compliance
Location:	Thurston PUD Field Operations – Olympia, WA
Reports to:	Director of Planning and Compliance
Pay Range:	\$20.00 - \$30.00 per hour DOQ

Definition

The Geographical Information Systems (GIS) Intern will provide temporary assistance to the Planning and Compliance Department with a variety of projects and tasks, including field work, preparing and updating maps, and record or documenting activities, processes, and infrastructure.

Essential Duties (*Duties may include but are not limited to:*)

- Assist the Planning and Compliance Department in a variety of tasks associated with the District's work.
- Assist with data integrity and data maintenance as it relates to the District's strategic initiatives and other District operations.
- Create and maintain accurate GIS records and documents.
- Create and edit shapefiles, geodatabases, and relational databases.
- Compile, manipulate, and analyze data sets such as GIS locations of water system facilities and other infrastructure, outage events, work and asset management systems to support Planning and Compliance Department decisions and recommendations.
- Field verify, acquire, download, correct, and document utility system information to prepare maps, drawings, etc. as directed.
- Other duties as required.

Knowledge, Skills, and Abilities

- Must possess the ability to communicate technical information clearly and concisely to a variety of audiences, including but not limited to, customers, field and office employees, state, county and municipal oversight agencies, and management.
- Must possess excellent interpersonal and customer service skills.
- Must possess excellent organizational skills and attention to detail.
- Must possess excellent communication skills, both written and verbal.
- Must be team-oriented but able to work independently.
- Must be able to work under pressure, handle multiple tasks, and meet deadlines.
- Must be able to deal with irate or disgruntled individuals that will require the use of conflict management skills.

- Must have the ability to comply with all PUD policies and procedures and maintain confidential information.
- Must be safety-conscious and committed to safe work practices.

Minimum Qualifications

- Must be 18 years old and must be eligible to legally work in the U.S.
- High school diploma or equivalency (GED).
- Valid Washington State Driver's License with a driving record acceptable to the PUD's insurance carrier.
- Must be enrolled or graduating from an accredited college program leading to an associate or Bachelor of Science degree in engineering, computer science, or Geographical Information Systems.
- Must maintain a grade point average (GPA) of 2.5 or higher.
- Must be proficient in MS Outlook, Excel, and Word.

Preferred Qualifications

- Experience with ArcGIS, AutoCAD, system modeling tools, or similar experience and/or coursework preferred.
- Experience with Geographical Information Systems software preferred.

Physical Requirements

- Position requires the ability to walk, stand, and sit for extended periods of time. Employee will also be required to frequently climb stairs, bend, and reach.
- Position requires the ability to drive up to 50 miles per day, enter and exit a vehicle, walk up to a mile to job sites, and walk on uneven, steep, or marshy terrain.
- Position requires the ability to occasionally lift objects up to 40 pounds in weight.
- Position requires employee to perform simple grasping and fine manipulation, use a telephone, write, and/or use a keyboard to communicate through written means.
- Position requires employee to speak and hear clearly when communicating over the telephone and in-person.
- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, the ability to adjust focus and the ability to distinguish between shades of color.

Working Conditions

Work is primarily performed indoors in a busy office setting, oriented to public services and subject to frequent work interruptions. The noise level in this work environment is usually low to moderate. This position may also be required to travel from site to site, up to 100 miles per day. Exposure to extreme temperatures, adverse weather conditions, excessive noise, high voltage, toxic chemicals, environmental/seasonal allergens, and other hazards is possible. This position may also be required to work near moving traffic. The noise level in the work environment is usually moderate.

Level of Authority

Work is performed under the general direction of the Director of Planning and Compliance. The GIS Intern is expected to perform most assignments independently.

Apply

To apply, send your resume and a cover letter that highlights your qualifications to Thurston PUD using one of the methods below.

Email: HR@thurstonpud.org
Fax (360) 357-1172
Mail or In-Person: Thurston PUD
Attn: Human Resources
1230 Ruddell Rd SE
Lacey, WA 98503

Resumes will be accepted until the position is filled. For questions regarding this recruitment, please contact our Human Resources Team at HR@thurstonpud.org or call us at (360) 357-8783. During the recruitment process, background checks (e.g., criminal history records, employment reference checks, driving record checks, etc.) may be conducted on the top candidates. The PUD is an Equal Opportunity Employer and maintains policies for a drug-free and smoke-free work environment.

About Thurston PUD

Established in 1938, Thurston PUD is a special-purpose municipal agency located in Lacey, WA. The PUD currently owns and operates 271 water systems, serving a population of approximately 25,000 people, including families, businesses, schools, and parks. Thurston PUD provides water planning and utility services to the citizens of Thurston County and operates water systems in Pierce, Lewis, King, and Grays Harbor counties. The PUD is governed by three Commissioners who are elected by the voters of Thurston County to serve for six years.

The PUD offers a competitive and comprehensive benefits package for full-time, permanent positions that includes:

- Group healthcare coverage (medical, dental, vision) with low employee premiums,
- Group term life insurance, long-term disability coverage, and accidental death and dismemberment coverage at no cost to PUD employees,
- Participation in the State of Washington retirement plan,
- Voluntary participation in the State of Washington Deferred Compensation Program,
- Ten paid holidays and two personal holidays each year, in addition to sick and vacation leave benefits,
- PUD-paid training and certifications, and
- Clothing allowance for administrative staff. For Field Operations staff, the PUD provides safety clothing, work boots, and other equipment.