



TWAIN HARTE COMMUNITY SERVICES DISTRICT **JOB ANNOUNCEMENT**

Position: Temporary Water/Sewer GIS Intern

Wage: \$15.00/hour

Closes: July 8, 2019

Announcement:

Twain Harte Community Services District (THCSD) is seeking to hire two responsible, detail-oriented and self-motivated individuals to input water meter and sewer cleanout location information in THCSD's Geographic Information System (GIS) electronic mapping software. Successful applicants will learn about water and sewer systems and basic GIS software skills. Wages are \$15/hr. This is not a benefited position.

Duration:

This is a *temporary*, full time position. The position is anticipated to start on July 15, 2019, or as soon as possible/practical. The position is anticipated to end near the end of September 2019.

Hours:

This position is full-time, 40 hours per week, Monday through Friday, 7:00 a.m. to 4:00 p.m.

Description:

The primary responsibility of this position is to locate and mark customer water meters, clean out water meter boxes, locate and mark sewer cleanouts and input location and other information of both water and sewer facilities into THCSD's GIS mapping software. Most work will be conducted in the field and will require use of a shovel, shop vacuum and iPad (all provided by THCSD).

At times, the employee may be required to assist THCSD staff with a wide variety of unskilled and semi-skilled manual labor, including operation of light equipment. Training will be provided as needed.

The employee will work under the direction and supervision of the THCSD Operations Manager and/or other THCSD water workers and will be required to efficiently complete work independently or as part of a crew. Safety and attention to detail is critical.

The employee will represent the District while performing job duties and will be required to conduct themselves in a professional and courteous manner.

Minimum Qualifications:

At a minimum, candidates must have:

- High school diploma or the equivalency thereof.
- Valid California Driver's License and satisfactory driving record.
- Knowledge/experience related to various types of computer software programs.
- Knowledge/experience using iPads.

Desired Qualifications:

THCSD would like candidates with the following abilities and qualities:

- Ability to work independently after receiving one-time direction and training.
- Experience with GIS software and apps.
- Knowledge of water and sewer system facilities.
- Be enrolled in or have recently completed a college or vocational water/wastewater or GIS program.
- Water distribution, wastewater collections and/or water treatment certifications.
- Detail-oriented and thorough.
- Takes initiative and pride in work.
- Courteous, polite, works well with others.
- Communicates effectively with supervisors and public.
- Punctual.

Applications / Timeline:

Applications are due to THCSD no later than **July 8, 2019 at 2:00 p.m.**

Applications must be delivered either:

- In person: at the THCSD offices – 22912 Vantage Pointe, Twain Harte, CA
- By Mail: P.O. Box 649, Twain Harte, CA 95383
- By Email: rperry@twainhartecsd.com

THCSD will conduct interviews on July 11, 2019. First day of work will be July 15, 2019.