

MIDDLESEX WATER COMPANY ENTERPRISE

- JOB OPENING -

PINELANDS WATER/WASTEWATER COMPANY

Job Title: Utility GIS Summer Intern- Temporary

Duration: May- August, 2019 (40 hour workweek)

Location: South Hampton, NJ (Pinelands)

Job Summary:

The Utility GIS Intern provides support to PWPWW personnel in data collection / input / analysis for various assets of the water and wastewater utility programs. This position will provide assistance for meter wiring in customer homes.

Work Performed:

1. Utility System Asset Record Updates:
 - Reviews field conditions and locations of assets (mains, manholes, valves, hydrants, service lines, laterals) and updates paper and electronic source documents.
 - Checks street addresses for asset descriptions and reconciles locations and information of assets, and updates records.
 - Compares multiple source documents with as built information, field check where necessary, and collects updated information
 - Takes measurements in field including use of GPS devices
 - Sketches scaled drawings for as built reference
 - Enters information into computer programs including spreadsheets, GIS, etc.
 - Creates as built documents (sketches and drawings) to support the asset information update
2. Field Meter Change out assistant
 - Assistant and 2nd on site person to assist with the installation of meter wiring in customer homes.

Essential Functions

- Data input into spreadsheet, ESRI ArcGIS, and other programs.
- Ability to work professionally and represent the Company with coworkers, customers, peers, contractors and officials.
- Capability for light physical work, including ability to work in customer homes to run wire in crawl spaces and attics assisting PW personnel in rewiring remote read for meters.
- Work outside within service territory on streets and other public areas where assets are located.

Qualifications:

- High school diploma with college prep or technical/science/engineering focus.
- At least 1 year of college curriculum completed in an engineering, science or GIS program.
- Valid driver's license, required.
- Good problem solving ability and analytical skills.
- Computer experience in PC based systems including Word, Excel, GIS/mapping experience preferred.
- Ability to perform work independently.
- Good communication (verbal and written) skills.

You can submit your resume and salary requirements by: e-mail to HRG@middlesexwater.com by fax to 732-638-7667 or by mail to HR Generalist, Middlesex Water Company, 1500 Ronson Road, Iselin, NJ 08830.

No Phone Calls Please.

Candidates must possess authorization to work in the United States.

Middlesex Water Company and its' subsidiaries are an Equal Opportunity Employer.

Candidates must be able to pass a drug screen, pre-employment physical, background check, and have a valid driver's license.