

**MIDDLESEX WATER COMPANY ENTERPRISE
JOB OPENING
TIDEWATER UTILITIES, INC.**

Job Title: Utility GIS Summer Intern- Temporary

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

Location: Dover, DE

Job Summary:

Provide support to TUI Engineering in data collection / input / analysis for various assets of the water and wastewater utility programs.

Work Performed:

Utility System Asset Record Updates

- a. Review field conditions and locations of assets (mains, manholes, valves, hydrants, service lines, laterals) and update paper and electronic source documents.
- b. Check street addresses for asset descriptions and reconcile locations and information of assets, and updates records.
- c. Compare multiple source documents with as built information, field check where necessary, and collect updated information
 - i. Take measurements in field including use of GPS devices.
 - ii. Sketch scaled drawings for as built reference.
 - iii. Enter information into computer programs including spreadsheets, GIS, etc.
- d. Create as built documents (sketches and drawings) to support the asset information updates.

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.
- 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, required.
- 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 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.