

**MIDDLESEX WATER COMPANY
- JOB OPENING -**

**SUMMER INTERNSHIP
PINELANDS WATER/WASTEWATER COMPANY**

Utility GIS INTERN (temporary)

Are we RIGHT for you?

The word RIGHT stands for what we VALUE: Respect, Integrity, Growth, Honesty and Teamwork.

Why join our team?

Middlesex Water Company (NASDAQ:MSEX) has been an industry leader since 1897. We promote professional and personal development in a work environment that is supportive and responsive. We understand the importance of our services and the individuals who uphold our reputation.

Joining our team means that you have a multitude of benefits that support you in and out of the workplace such as- full medical, dental, and vision benefits, 401k, paid time off, tuition assistance, learning and development opportunities, employee assistance program, and more. To learn more, please visit

www.middlesexwater.com

Job Summary:

Provides support to PWPWW personnel in data collection / input / analysis for various assets of the water and wastewater utility programs and provide assistance for meter wiring in customer homes. The successful candidate will be passionate about supporting and driving the Company's Values, RIGHT: Respect, Integrity, Growth, Honesty and Teamwork.

Work Performed:

- 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 updates.
- 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.
- New Jersey driver's license.
- Good problem solving ability and analytical skills.
- Computer experience in PC based systems including Word, Excel, GIS/mapping exp preferred.
- Ability to perform work independently.
- Good communication (verbal and written) skills.

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 in good standing.

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, 485C Route 1 South, Suite 400, Iselin, NJ 08830.

No phone calls please. We thank all applicants in advance for their interest; however, only those applicants who are being considered for the position will be contacted.