

**KENNEWICK IRRIGATION DISTRICT
JOB DESCRIPTION**

GIS INTERN

REPORTS TO: GIS Manager
DATE: July 15th, 2025
DURATION: Up to six months

GENERAL SUMMARY: Under the direction of the GIS Manager, the GIS Intern will assist GIS staff in maintaining the District's Enterprise Geographic Information Systems through various data management operations and ad-hoc spatial analyses.

MAJOR RESPONSIBILITIES

1. Provides support to the GIS Manager in maintaining the District's Enterprise Geographic Information System (ArcGIS Enterprise and ArcGIS Online).
2. Maintains existing GIS spatial and tabular data by performing regular updates in order to ensure and maintain their validity.
3. Creates new GIS spatial and tabular data layers (including District facilities, rights-of-ways, boundaries, operational routes, and related information from legal descriptions, as-built drawings by various methods, such as GPS (Global Positioning Systems), digitizing and data entry.
4. Produces requested GIS products such as maps, scenes, analysis tables, drawings, and other informational products.
5. Performs data integrity checks on existing feature class, tabular, and relationship data.
6. Troubleshoots and solves problems related to all aspects of the enterprise GIS software and data system, as directed.
7. Other related duties, as assigned

EXPERIENCE/EDUCATION

1. Actively pursuing or recently completed a bachelor's degree in Geographic Information Systems/Science, or closely related field, from an accredited college or university.
2. Experience working with Esri's ArcGIS software suite, including ArcGIS Pro and ArcGIS Online or ArcGIS Enterprise.
3. A combination of education and experience resulting in the ability to perform all job duties, in an efficient manner, may be substituted.

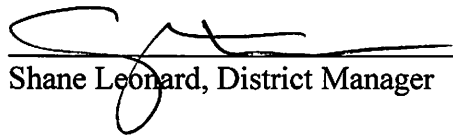
OTHER REQUIREMENTS

1. Ability to work remotely using District-approved hardware.

KNOWLEDGE, ABILITIES AND SKILLS

1. GIS data editing and common analysis workflows.
2. Database principles and basic understanding of multi-user data editing workflows
3. Experience with computer programs such as Microsoft Office Suite, SQL Server, and AutoCAD.
4. Good interpersonal skills with the ability to work in a team environment.
5. Quality verbal and written communication skills.
6. Ability to perform under pressure and be able to effectively handle multiple projects and deadlines.

Approved:


Shane Leonard, District Manager

Date: _____

7/15/25

Confirmed by Board: July 15th, 2025