

Sweetwater County Position Announcement

Department: Engineering
Position: Summer College Intern – Engineering/GIS Assistant
Accountable to: Public Works Director
Location: Green River
Classification: Temporary “at-will”
Salary: \$14.00 per hour
Hours: 40 hours per week, Monday – Friday, 8:00 a.m. – 5:00 p.m.
Duration of Position: Approximately 3 months during the Summer
FLSA Status: Non-exempt

Desired Education and Training:

- * High School Diploma plus a minimum of 1 year college in related field.
- * Must be enrolled in college for Fall semester 2018 in GIS, Engineering, or Surveying.
- * Working knowledge in MS Word, Access, Excel, Map Info/Arc GIS
- * Experience with Map Info/Arc GIS and AutoCAD helpful
- * Ability to follow complex oral and written instructions
- * Attention to detail and strong organizational skills
- * Strong verbal and written communication skills
- * Must be able to work independently
- * Possession of valid driver’s license with good driving record

Position Summary:

Under general supervision of the County Engineer provides support to the County Engineering Department.

OFFICE DUTIES: Map & document filing; GIS Data base management.

FIELD WORK: Uses electronic distance meter to locate road features and determine county addresses; verifies addresses for access areas for pipeline crossings; construction work inspections as needed; surveying.

To Apply:

Submit a completed Sweetwater County employment application form to the Sweetwater County Human Resources Department, 80 West Flaming Gorge Way, Suite 17, Green River, WY 82935.

Deadline: 5:00 p.m., Friday, April 20, 2018.

For additional information, please contact **Sweetwater County Human Resources** at 307-872-3910 (GR) or 307-922-5429 (RS) or via e-mail swchr@sweet.wy.us