

# 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

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## 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](mailto:swchr@sweet.wy.us)