

**PUBLIC WORKS DEPARTMENT
JOB DESCRIPTION**

Cemetery Mapping Intern

EXEMPT: No

UNION: No

GENERAL STATEMENT OF JOB:

The City of Platteville is seeking two Cemetery Mapping Interns in support of the Public Works Department. The Cemetery Mapping Interns will work with the Planner/Community Development Specialist to collect and verify field data using ArcGIS apps. No ArcGIS app experience is necessary for the position. Training will be provided. The interns will be responsible for creating a map layer for the Greenwood and Hillside cemeteries using ArcGIS Collector Apps and linking grave location information to a cemetery database. The Cemetery Mapping Interns data collection will be part of an interactive online Cemetery Map for the Greenwood and Hillside Cemeteries for cemetery visitors to lookup grave locations. This online map will assist with facilities and grounds management, records management, interment planning, locating existing interments and provide a cultural resource.

This internship is offered at \$12.00 per hour and is anticipated to last approximately 14-16 weeks beginning in the spring of 2019. It is possible that the project could be done on a part-time basis during the spring/summer/fall, and the City is open to discussing flexibility with the timing of the project. The anticipated completion is by September 1st, 2019.

The position will be open until filled. The first round of applications will be reviewed on May 10, 2019

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Assist with collecting cemetery field data by using phone/tablet app
- 1.2 Verify cemetery field data with available information in office
- 1.3 Document and verify various grave spaces

Section 2. Peripheral Activities

- 2.1 Performs other duties as requested or as needed related to the Cemetery Project.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Basic Excel Spreadsheet skills
- Basic problem solving and critical thinking skills

TOOLS AND EQUIPMENT USED:

Computer
Phone/Tablet for data collection

CONFIDENTIAL DATA:

None.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee stands; sits; uses repetitive movements; walks; keyboards; uses eye-hand coordination; has contact with general public/customers. Employee frequently grasps; holds; talks; works alone; stoops, kneels, or crouches.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

- 1 Currently enrolled in an undergraduate or graduate program
- 2 Strong data management and organizational skills, with a personal commitment to the quality of the product(s)
- 3 Ability to communicate effectively with staff

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is occasionally exposed to temperature extremes depending on heat and air conditioning.

POSITION ACCOUNTABILITY:

REPORTS TO: Katherine A. Westaby

SUPERVISION EXERCISED: None

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Revision History: 01/24/2019, 04/23/2019