



POSITION DESCRIPTION

POSITION TITLE:	GIS INTERN
FLSA CATEGORY:	Non-Exempt, Part-Time
DIVISION:	Airport Administration
IMMEDIATE SUPERVISORS (TITLE):	Director of Airport Operations
POSITION(S) DIRECTLY AND/OR INDIRECTLY SUPERVISED:	None

POSITION OBJECTIVES:

1. Continue development and implementation of the Port Authority's GIS system.
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QUALIFICATIONS:

1. GIS software skills using ArcGIS and ArcCatalog (to manage geodatabase);
 2. Strong word-processing, spreadsheet, Internet, and email skills, including Microsoft Office applications;
 3. Possess a valid driver license;
 4. Be insurable and maintain insurability for the operation of motor vehicles;
 5. Satisfactory results on pre-employment and post-employment psychological and physical examinations (including urinalysis to determine unlawful use of drugs), and written and oral examinations, as administered by appropriate practitioners at the Port Authority's direction;
 6. Satisfactory results on a five (5) year background investigation. Special Requirements: This position may require satisfactory completion of an FAA / Transportation Security Administration (TSA) 10-year employment history verification prior to being considered for the position, which may include a criminal history records check, and the procurement of a TSA Transportation Worker Identification Credential (TWIC)
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OTHER USEFULL SKILLS:

1. IT knowledge and skills very helpful, but not required;
2. Microsoft SharePoint experience helpful, but not required;
3. Ability and willingness to solve GIS problems independently required;
4. Show initiative toward tasks required;

ESSENTIAL FUNCTIONS:

1. Gather data and enter into ArcGIS system;
2. Administer and maintain web map;
3. Liaison between IT consultants and Port Authority;
4. Perform other work pertaining to Airport or general Port Authority operations as may be assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of that which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions.

Physical demands: While performing the duties of the job, the employee must be able to:

1. Effectively write, talk, see, and hear
2. Operate telephone and computer systems
3. Have full physical dexterity and agility
4. Walk, stand, sit, push, pull, bend, stoop, squat, and stretch
5. Drive a motor vehicle

Work environment: While performing the duties of this position, the employee is exposed to various office and outdoor environments. Within the Airport Safety, Maintenance and Terminal Buildings, the noise level in the work environment is usually moderate. Outside Airport buildings, the noise level may be loud. The employee may be exposed to the weather conditions prevalent at the time and may be exposed to dust, grease, noxious gas or fumes, extreme heat, humidity and vibration.

APPLICATION PROCEDURE:

Please apply by filling out the form on <http://www.toledoport.org/about/careers/>.

Questions? Please contact hr@toledoport.org or call 419-243-8251.