

Grand Rapids Public Utilities
Scope of Services with Emma Braford
GIS Technician Intern

Term:	Employment is expected to begin on or around October 1, 2026, with completion of services expected on September 30, 2027.
Employment Status:	Employee is considered a part-time temporary employee of Grand Rapids Public Utilities Commission (GRPUC). The FLSA classification is non-exempt.
Services Provided:	Under the supervision of the Information Systems Manager, provide GIS support and services, including the following duties: • Assist with schema modifications, field edit updates, and data collection for the Electric Utility Network to support electric utility data distribution and fuse coordination. • Assist with the modification, maintenance, and development of web maps and applications to improve utility operational efficiencies, data accessibility, and analysis. • Assist with the development and implementation of programming rules within the ArcGIS environment to enhance data quality, consistency, and quality control of utility field edits. • Assist with field data collection and updates to GIS utility databases to maintain the accuracy, completeness, and reliability of organizational mapping and utility network data.
Record of Time:	Time worked will be recorded and submitted to payroll. Time worked will be approved by the Information Systems Manager.
Payment:	The rate of pay will be \$25 per hour for up to 14 hours per week.
Benefits:	This position does not qualify for holiday pay, PTO, PERA or Deferred Compensation. This position will not qualify for or receive medical, dental, and life insurance. This position is eligible for ESST.
Payment Method:	Employee will be paid bi-weekly as defined in the GRPUC Personnel Policies.
Expenses:	The employee shall be reimbursed for approved expenses related to the work being requested.
Additional Items:	This scope of services document is not an all-inclusive list. The employee is expected to follow GRPU Personnel Policies.