

## Temporary Engineering/GIS Intern

Menard Electric Cooperative located in Petersburg, Illinois is seeking to hire a Temporary Part-time employee to act as Engineering/GIS Intern for the summer months of 2024.

This Temporary Engineering/GIS Intern will be performing various drafting and engineering functions as required by the Engineering Department. Intern will be required to analyze paper and electronic maps and data related to the Cooperative's electric system and geographical territory, including information from plat book maps, easements and other property records, and county GIS records. Using this information, Intern will be responsible for creating plot maps as instructed, under the supervision and coordination of other Engineering department employees. Engineering/GIS Intern will be responsible for sharing developed maps and information with external electric utility personnel.

The successful candidate for Temporary Engineering/GIS Intern must be knowledgeable in the use and application of Microsoft Office (Outlook, Word and Excel). Knowledge of ESRI GIS Mapping software and Autodesk AutoCAD® 2024 are preferred. Candidate must be dependable, meet deadlines, and have the ability to work independently. Candidate must possess a valid Class A Illinois driver's license.

**Education and Experience:** Minimum education requirement is completion of Junior year in High School. Candidate must have completed GIS coursework. Experience in drafting, surveying or completion of some college-level GIS coursework is preferred.

**Physical Requirements:** Must possess manual dexterity and visual acuity as well as the ability to listen and communicate orally. Frequently stands, walks, sits, bends, stoops, squats, twists, and occasionally climbs, kneels, and crouches. Ability to lift twenty-five (25) pounds.

**Working Conditions:** Majority of normal duties will be performed in an inside office environment. Must be able to work outside when required and have the ability to manage and tolerate extreme hot or cold climate conditions and occasionally inclement weather.

**Working Hours, Compensation, Benefits:** Engineering/GIS Intern will have the flexibility to work weekdays either Monday through Friday from 8:00 a.m. – 4:30 p.m. CDT or Tuesday through Friday from 6:30 a.m. – 5:00 p.m. CDT. The wage awarded for this position will be based on experience with the wage range being \$16.00 - \$20.00 per hour worked. Benefits include paid time off in accordance with the Paid Leave for All Workers Act (820 ILCS 192/).

To Apply for this position, please submit a resume and cover letter to Menard Electric Cooperative, Attn: Human Resources Administrator by email to [careers@menard.com](mailto:careers@menard.com), or by postal service to P.O. Box 200, Petersburg, IL 62675-0200. Phone applications will not be accepted. Deadline to apply: **Friday, April 19, 2024.**