

# GIS TECHNICIAN

## POSITION DESCRIPTION



<b>DEPARTMENT:</b>	Public Works	<b>BARGAINING UNIT:</b>	Non-represented
<b>SUPERVISOR:</b>	Public Works Director	<b>FLSA:</b>	Non-exempt
<b>CLASSIFICATION:</b>	Technician	<b>TYPE:</b>	Regular, Full-Time (40hrs./week)
<b>DESC. DATE:</b>	March 2015	<b>SALARY GRADE 12:</b>	\$20.07-27.73/hr.
<b>REVISED DATE:</b>	April 2019		

### GENERAL STATEMENT OF RESPONSIBILITIES

The GIS Technician performs the necessary functions to update and maintain the Geographic Information Systems (GIS) applications and databases, as well as the Global Positioning System (GPS) programs utilized by the City.

This position maintains and enhances Public Works' infrastructure GIS data, assists various departments in supporting an integrated, uniform and accurate GIS that is accessible to the staff and citizens of Florence, and performs related work as required.

### ESSENTIAL FUNCTIONS – Examples of Duties

*Below are several headers, which make up the essential functions for this position. These essential functions are the primary responsibilities of the position. The bullet points below the headers are sample duties that correspond to the essential function and is not intended to be a list of all duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### GIS & GIS Software Related Functions

- Maintain and update Geographic Information System (GIS) data on streets, wastewater, stormwater, and water systems as found in the City through research and data manipulation.
- Collect infrastructure data using GPS equipment and software, including importing GPS data into existing databases.
- Initiate and monitor the as-built process involving inventorying and scanning drawings, digitizing map features, and entering descriptive information about features relate to City infrastructure.
- Produce, develop, and maintain a variety of geographic maps, drawings, and databases and perform research of historical data to inform said accurate production, development, and maintenance.

#### Department Support Related Functions

- Act as point of contact for the day-to-day operations of the GIS program and work with IT to troubleshoot and resolve system problems and install updates or new software.
- Assist City staff by explaining technical information to non-technical system users, accessing, creating, and interpreting GIS information, and responding to other inquiries and questions about the system.

#### Record Keeping Related Functions

- Maintain accurate records and files related to the GIS function, including metadata for the system and chain-of-title records.
- Research and review land transactions to enter parcel change information into the GIS system, research and translate property history and legal descriptions to create maps, and produce area calculations.
- Work with IT to maintain licensing and updates for the ESRI and Autodesk software.

### Other General Functions

- Follow all safety rules and procedures established for work areas.
- Maintain work areas in a clean and orderly manner.
- Represent the City of Florence by responding to the public, citizens, its employees, and others in a prompt, professional, respectful, and courteous manner while continuously maintaining a positive customer service demeanor.
- Serve as a member of various City committees as assigned.
- Maintain regular job attendance and adherence to working hours.
- Assist other departments as necessary by performing duties which are related to those described above.
- Perform other related duties as assigned, including backing up other related positions, which may include performing administrative back up when the admin assistant is unavailable.

### **KNOWLEDGE, SKILLS, & ABILITIES**

To perform this job successfully, an individual will need the knowledge, skills, and abilities listed below.

#### **Knowledge of:**

- Concepts, principles, practices, and techniques of GIS, geography, cartography, statistics, and special analysis.
- Techniques and methods of operating GIS software and tools, including ARCGIS, database management, mapping, and publishing software.
- Concepts, methods, and practices of relational databases.
- Terminology, methods, and techniques used in engineering maps and records.
- Operating system fundamentals and procedures for the use of computer systems and equipment.

#### **Skills:**

- Use algebra and geometry to solve problems.
- Determine causes of operating errors and deciding what to do about it.
- Use logic and reasoning to identify the strengths and weaknesses of alternate solutions, conclusions, or approaches.
- Use basic GIS and GPS software, computer-aided drafting, graphics, and other applications.
- Perform basic engineering computation and computer analysis.
- Accurately prepare and present material in a cartographic format.

#### **Ability to:**

- Effectively perform a comprehensive variety of GIS related activities.
- Establish and maintain cooperative working relationships with individuals from diverse groups and backgrounds, whether members of the public or coworkers.
- Communicate effectively orally and in writing.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.
- Perform algebra and geometry mathematical computations.
- Maintain accurate records.
- Understand written sentences and paragraphs in work related documents.
- Learn State statutes, standards, and regulations as they relate to this position.

### **MINIMUM/SPECIAL QUALIFICATIONS**

#### Education and Experience

- Degree or certificate from an accredited technical school or community college with major studies in geographic information systems or closely related field AND at least one (1) year of applicable experience and training in a full range of GIS applications; OR

- One (1) year of experience and training in a full range of GIS applications; OR
- Any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

#### Special Qualifications

- Experience and/or specialized training in the ArcGIS software suite is required.

#### Other

- Possess or obtain an Oregon Driver's License within 90 days of hire date.

### PREFERRED QUALIFICATIONS

The ideal candidate would also have the following experience:

- Familiarity with or experience processing or writing grants or grant applications.
- Knowledge of or experience in municipal infrastructure.
- Familiarity with or experience with AutoCad software.

### SUPERVISION RECEIVED & EXERCISED

This position exercises no supervision.

This position receives general supervision from the Public Works Director.

### PHYSICAL DEMANDS

*The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although some field work and standing in work areas and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

### WORKING CONDITIONS

*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.*

Employee primarily works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Occasionally, employees work in the field and maybe exposed to cold and hot temperatures, inclement weather conditions, and road hazards. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.