

**City of Florence**  
**Public Works GIS Technician**

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DEPARTMENT: Public Works Department

REPORTS TO: PW Director

CLASSIFIED: Regular, Full-time

POSITION STATUS: Non-Exempt

DATE: March 2015

STARTING WAGE: \$16.89/hr.

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**PURPOSE OF POSITION**

Under general supervision, updates and maintains the Geographic Information Systems (GIS) and Global Positioning System (GPS) programs; participates in the functions necessary to maintain and use GIS databases and applications; maintain and enhance Public Works infrastructure GIS data; performs related work as required. Assists various departments in supporting an integrated, uniform and accurate GIS that is accessible to staff and citizens of Florence.

**CLASS CHARACTERISTICS**

This is an entry-level class in the Geographic Information Systems (GIS) series responsible for maintaining the Public Works Department's data layers of the GIS program within general policy and procedural guidelines. Responsibilities include maintaining and updating the GIS in a timely manner, and performing a wide variety of tasks in the activities and services of GIS.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.*

- Maintain and update Geographic Information System (GIS) data on streets, wastewater, stormwater, and water systems as found in the City.
- Develop and maintain a variety of maps and tabular data from a variety of sources; explain technical information to non-technical system users, including assisting them in accessing and interpreting GIS information.
- Design, publish, and maintain various maps using GIS.
- Act as point of contact for the day-to-day operations of the GIS program; troubleshoot system problems; isolate the cause of system failures.
- Respond to and resolve software users' inquiries and complaints and escalate problems or issues to the Public Works Director as needed.
- Collect infrastructure data using Global Positioning System (GPS) equipment and software; import GPS data into existing database using GIS and GPS software.
- Coordinate with the Information Technology vendor to troubleshoot and resolve system problems, make system modifications, and install new and additional software as required.
- Coordinate with CMMS (Computerize Maintenance Management Software) to facilitate data exchange between the software systems.
- Train users on the operation of the Enterprise GIS applications.
- Provide computer software and hardware support for the departmental staff.
- Maintain accurate records and files related to the GIS function.
- Performs other duties as assigned.

Position shall follow all safety rules and procedures established for work areas.

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**QUALIFICATIONS**

**Knowledge of:**

- Technology, hardware, and software and current applications related to GIS systems, including database management and mapping and desktop publishing systems.
- Applicable technical terminology, applications, features, and services.
- General principles and techniques of cartography, map design, and GIS.
- Applicable Federal, State, and local laws, codes, and regulations.
- Research techniques, methods, and procedures.
- Modern office practices, methods, and computer equipment.
- Record keeping principles and procedures.
- Computer applications related to the work, including GIS, AutoCAD, and GPS programs.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

**Ability to:**

- Assess user needs and recommend appropriate hardware, software, and systems to meet these needs.
- Perform mapping database maintenance and other GIS technician-level tasks.
- Develop informational materials and train users in GIS applications.
- Accurately evaluate and prioritize software requests.
- Collect accurate data and present information in a cartographic and tabular format.
- Prepare and maintain accurate and complete records.
- Respond to requests and inquiries from end-users.
- Understand and follow oral and written instructions.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

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**EDUCATION AND EXPERIENCE**

*Any combination of training and experience, which would provide the required knowledge, skills, and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Graduation from an accredited technical school or community college with major studies in geographic information systems or closely related field, or a minimum of three (3) years of experience and training in a full range of GIS applications to include ArcGIS and AutoCAD experience, or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties. Experience and/or specialized training in the ArcGIS program for potable water, wastewater, and streets is highly desirable.

**SPECIAL REQUIREMENTS/LICENSES**

Possession of or ability to obtain a valid Oregon Drivers' License and a safe driving record.

**PHYSICAL DEMANDS**

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.

**ENVIRONMENTAL ELEMENTS**

Employee primarily work 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.

**AUXILIARY JOB FUNCTIONS**

Maintain work areas in a clean and orderly manner. Prepare reports and information for departmental needs. Perform associated administrative tasks as needed to complete assigned tasks.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Public Works Director. Exercises no direct supervision of staff.