

Job Description

Classification Title	GIS Technician
Job Code	TBD
FLSA Status	Exempt
Pay Grade	106

GENERAL SUMMARY

The primary function of this employee is to manage the City's GIS data management efforts and provide citywide support relative to storage, retrieval and analysis of geographically referenced data. This person will perform technical duties using computer technology and the Land Base System to maintain GIS databases for specific departments or citywide cartography.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Manages consultants and contractors performing GIS data management and maintenance.
- Develops implements and maintains short and long-range GIS goals and objectives; and works with the GIS Oversight committee to set priorities for development.
- Manages the processing of as-built construction drawings to ensure timely and accurate input of information.
- Oversees the administration of the City's land-base information to ensure accuracy.
- Ensures the various GIS layers are up-to-date and accurate.
- Manages the processing of as-built construction drawings to ensure timely and accurate input of information.
- Works closely with Information Technology Division staff to ensure that the GIS software and hardware needs of the City are met.
- Provides input regarding the utilization of facilities, equipment and process relative to GIS.
- Develops and administers the City's data sharing policy with the City Legal Department and the Information Technology Division and manages data sharing activities with entities outside the City.
- Develops and implements new and revised GIS data management policies and procedures; establishes GIS goals, standards and objectives in conjunction with the Information Technology Division.
- Facilitates and participates in City, regional and state organizations and user groups to coordinate intergovernmental programs and to negotiate inter-departmental and inter-jurisdictional agreements regarding sharing of GIS data.

Job Description – GIS Technician

- Maintains regular communications with users of the GIS system in other City departments to identify and prioritize their GIS needs.
- Maintains physical changes to GIS databases, applying spatial feature representations.
- Creates or updates maps and graphs, using computer and GIS software and related equipment.
- Reviews existing and incoming data for currency, accuracy, usefulness, quality and documentation.
- Ensures streets, subdivisions, developments and capital improvement projects are accurately recorded and maintained within departmental and/or citywide computerized or maps.
- Updates and maintains the city's master plans and intelligent maps regarding wastewater data, water lines and hookups, meters streets, curbs, gutters, sidewalks, signage, lights, subdivisions, etc.
- Develops specific processes in GIS using Arc/View and Arc/Info to allow departments to generate reports such as crime scene locations, sewer line maintenance schedules, etc.
- Creates a definitive plan to incorporate the city's' Global Position System data with future GIS plans.
- Provides instruction and training for end-users.
- Addresses meter locations by inputting them into the GIS Land Base system.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs all work duties and activities in accordance with City policies and procedures.
- Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience:

- High school diploma or GED, preferably supplemented with technical course work in GIS, mapping or drafting, computer programming or related fields; and
- Three (3) to five (5) years' experience in computer mapping or drafting, Global Positioning Systems and/or surveying; and
- Valid Arizona Driver's License with acceptable driving record when assigned to Municipal /Utilities; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work and which meets licensing requirements.

Job Description – GIS Technician

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Software applications relating to spatial data;
- Computer aided design and GIS software programs such as AutoCad, ArcView, ArcInfo, Avenue, etc.;
- Planning, design and analysis skills;
- Records research;
- Basic mathematical computations;
- Reading and interpreting maps and as-built drawings;
- The operation of personal computer and various software applications for word processing, spreadsheets, etc.;
- English grammar and punctuation.

Ability to:

- Apply mathematical reasoning and spatial orientation;
- Detect and correct mapping errors, and input new information;
- Store, retrieve and compare map information, using computers and databanks;
- Read and apply programming language to specific GIS software applications;
- Maintain a professional demeanor during stressful situations;
- Understand and follow oral and/or written policies, procedures and instructions;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.

ESSENTIAL PHYSICAL ABILITIES

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively on the telephone, in writing and in person;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review and update departmental maps and master plans;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computer equipment and other office equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in an office setting and conduct training in the field.

Job Description – GIS Technician

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The primary duties of this position are performed in a general office environment although training GIS Tech I requires fieldwork in an outdoor environment and may include exposure to adverse weather conditions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment			X
Street environment (near moving traffic)			X
Construction site			X
In the community (homes, businesses, etc.)			X
Warehouse environment		X	
Shop environment			X
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious Waste	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Moving mechanical parts	X		
Risk of electrical shock	X		
Vibration	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances waste	X		
Loud noises (<i>85+ decibels</i>)	X		

Job Description – GIS Technician

PHYSICAL DEMANDS

The physical demands and environmental characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position involves medium physical demands, such as exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

Date created:	12/03/2018
Dates revised	