

Job Description: IT GIS TECHNICIAN

PAY GROUP: 7

EEOC CATEGORY: Skilled Craft

FLSA: Non-Exempt

SUMMARY OF POSITION:

Under the general guidance of the GIS Manager, the GIS Technician will provide assistance and coordination of drafting, mapping, graphic illustrations, and related report preparation for the City. This position will also include fieldwork with the verification of utilities and other city-wide assets utilizing the GIS/GPS survey equipment.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: GIS Manager

Directs: This is a non-supervisory position.

Other: Has frequent contact with other employees, system support personnel and public.

EXAMPLES OF WORK:

Essential Duties*

Provides GIS technical assistance to all departments.

Assists in GIS map production.

Assists in maintaining enterprise geodatabases and documentation.

Maintain and create features and feature attributes using Portal for ArcGIS, AGOL, and ArcGIS Pro.

Operation and Maintenance of Esri applications to include Portal for ArcGIS, AGOL, Survey123, Quick Capture, Workforce, Field Maps and/or Experience Builder.

Understands and is proficient in the use GPS Survey Equipment.

Identifying and resolving problems in a timely manner; developing alternative approaches and ideas; generating suggestions for improving work process and quality.

Works closely with end users, crews, supervisors, analyst, engineers, and directors to ascertain their GIS needs.

Provides support for GIS data conversion, data creation, cartographic design, implementation, and high-quality map production.

Assists in spatial analysis and creates specialized information products from GIS and related software and subsystems.

Assists in geo-referencing AutoCAD files and conversion to GIS format.

Assists in the implementation of global positioning system (GPS) field data collection projects and operating handheld survey equipment in the field.

Assists in identifying Utility Infrastructure which will include collection of data, visual inspections of utility assets, and creating work orders on assets to obtain additional verification from Utility Crew.

Assists in development of flow maps and outage management within utility infrastructure.

Utility Data Collections is a crew task and will be completed with 2+ individuals.

Operates computer workstation to update assets as new data is received in reference to new subdivisions developments, capital improvement projects, and other various projects as assigned.

Conducts mapping research, in the field and/or office, to resolve conflicting information and ensure the accuracy of the data.

Maintains focus on quality assurance of daily and past mapping to include field verification of lines, points, and data.

Maintains hand-held computers and trucks, including performing routine maintenance when necessary.

Operates equipment used in gathering data for GIS maps (i.e., Breaker Bars, Shovel, Hooks, Hammers to gain access to water / sewer assets).

* for the purpose of compliance with the Americans With Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations. March 24

Reports possible electrical hazards, water leaks or other issues during data collection.

Attends GIS and GPS education and training sessions.

Strong communication skills, both written and verbal.

Ability to multi-task, prioritize and meet deadlines; can perform work with concentration and focus.

*Other Important Duties**

Observes all safety rules and procedures.

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Skilled at effective oral and written communications.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies or authorities, or members of the local business community.
- Knowledge of development integration and administration techniques for GIS.
- Knowledge of and proficiency with ArcGIS modules
- Ability to integrate, analyze and evaluate data to produce GIS-based decision support tools.
- Knowledge of computer hardware, software, and peripherals.
- Knowledge of technical support and computer training methods and techniques.
- Knowledge of City policies and procedures.
- Knowledge and effective project management guidelines and principles.
- Skilled at effectively managing multiple projects.
- Skilled at resolving customer complaints and concerns.
- Ability to interpret a variety of instructions furnished by management in written, oral, diagram, or schedule form.
- Skilled at prioritizing, planning, and scheduling; works independently in the absence of specific instructions or supervision.
- Ability to comprehend complex policies, procedures, regulations, organizational structures, etc. in a short time frame.
- Ability to understand and interpret needs of City departments and translate those needs into GIS requirements.
- Ability to advise staff regarding appropriate GIS aspects.
- Ability to communicate technical information to City personnel.

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- Establish and maintain effective working relationships with other departments, vendors, and the public.
- Analyze situations and adopt a quick, effective, and reasonable course of action.
- Ability to carry, climb, and/or lift a ladder weighing 50 pounds.
- Ability to carry and/or lift equipment weighing 50 pounds.
- Ability to remove a 92-pound manhole cover by wedge and rotational force.
- Ability to utilize Breaker Bars, Shovels, Hooks, and/or Hammers to gain access to water/sewer assets.
- Ability to perform work outdoors in hot, cold, and/or wet weather.
- Ability to learn equipment used in gathering data for GIS maps.
- May require the ability to respond to emergency situations.
- Ability to direct traffic and/or provide safety guidance within the road right of way.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school education or G.E.D. required; Technical degree in Computer Science, Information Systems, Geography, GIS, or a closely related field preferred; and a minimum of one(1) years ArcGIS desktop and Microsoft Office Products; or equivalent combination of education and experience. Must pass a pre-employment drug screening and/or post-offer physical exam.

CERTIFICATES AND LICENSES REQUIRED:

Appropriate State of Texas driver's license. CPR certification.