

POSITION DESCRIPTION

Class Title: GIS Technician
Department: Public Works
Division: GIS
FLSA: Exempt
Retirement: KPERS
Date: March 10, 2022

GENERAL PURPOSE

Provides a variety of GIS services for the Public Works Department, other City departments and the public, with primary emphasis on Stormwater related infrastructure and projects. Performs complex technical GIS and computer-aided mapping & database activities in an ArcGIS Enterprise.

SUPERVISION RECEIVED

Works under the general guidance and direction of the GIS Coordinator.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed.)

- Work daily on maintaining and managing the existing mapping and GIS systems using basic proficiency in the Geographic Information Systems (GIS) System. Use knowledge of GIS practices and procedures to distribute and provide access to data in geodatabases and all related records, particularly the stormwater geodatabase and stormwater web map service.
- Produce presentation quality mapping for public distribution, public meetings, and archival needs, in a variety of formats to include printed and electronic files. Use data to draw charts, maps, diagrams and illustrations for visual representation of statistical data. Incorporate data of others, i.e., outside vendors, contractors, and government agencies as necessary. Prepare maps and charts showing profiles, cross-sections, contours and acquire and manage all planimetric data for structures, utilities and topography related to departmental and general public needs.
- Analyze data, source maps and photographs, computer or automated mapping products, and make recommendations as to suitability for City purposes. Receive electronic data from various sources and evaluate the information as being appropriate for importing into the GIS system.
- Perform data collection work in the field including as-built location or verification of stormwater and sanitary sewer features using advanced Trimble GPS instruments and related software. Performs inspections related to sanitary sewer and stormwater infrastructure using ArcGIS Field Maps and Survey 123.
- Provide GIS support for the City Stormwater Program including, but not limited to: field verification of flood limits, detention basin location and discharge elevations along with location of required erosion control measures.
- Coordinate and/or assist other departments in the development and maintenance of GIS data and mapping, to include assistance with outside agencies, particularly the Mid-America Regional Council, the State of Kansas, FEMA, the EPA, and Leavenworth County.

- Assist GIS Coordinator with NG911 Addressing, MUNIS database operations, GIS web maps, apps and services, SQL database operations, data storage and backups, and current and future projects. Work with GIS Coordinator to identify new mapping software and upgrades related to stormwater and wastewater domains.

PERIPHERAL DUTIES

- Performs a variety of office related functions, including correspondence, presentation materials, brochures, reducing field notes, printing materials, scanning, answering phones and responding to inquiries from contractors, developers, property owner, staff, and the general public.
- Performs field mapping services and equipment support related to sanitary sewer, stormwater, flooding, utility camera inspections and others
- Serves as a member of various employee committees.
- Coordinates activities with other departments and work groups as needed

MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from a high school or GED, supplemented by one year of related technical or college training in GIS, drafting, engineering technology, civil engineering or a closely related field; and
- B. Minimum of one year related experience in CAD, GIS, or any equivalent combination of education and experience.
- C. Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- A. Working knowledge of personal computing systems, GIS and drafting, especially ArcMap, ArcCatalog, ArcGIS Pro and related software; some knowledge of engineering principles, practices and methods.
- B. Familiarity with GIS/AutoCAD data interoperability.
- C. Ability to prepare, organize and maintain GIS files and related CAD, office data, reports and systems; Ability to effectively communicate complex technical information, orally and in writing; Ability to establish effective working relationships.

DESIRABLE QUALIFICATIONS

- A. Two years of experience in operation or management of complex GIS systems, preferably in a networked environment.
- B. Two years of experience in use of ESRI software in a public infrastructure or engineering environment

TOOLS AND EQUIPMENT USED

Personal computer (including mouse, keyboard, touchpad, trackball), with computer-aided-design/GIS software; mapping grade GPS; retroreflectometer; printers; scanner; plotters; standard drafting tools; engineering calculator; motor vehicle; phone; copy machine; radio; shovel; crowbar.

PHYSICAL DEMANDS

The physical demands 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.

Work is performed mostly in office settings. Some outdoor work is required to obtain perspective of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or walk. The employee is frequently required to use hands to finger, handle feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance, stoop, kneel, crouch or crawl; talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may be occasionally exposed to hydrogen sulfide.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and 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.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview; final selection, background investigation, reference check and post-offer medical examination to include a drug screen; and other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL AUTHORITY:

Department Head

Date

HR Director

Date