

# **GIS Technician**



**FLSA Status:**           **Non-Exempt**

**Department:**        **Planning**

**Job Code:**

## **JOB SUMMARY**

Performs technical work in support of 911 addressing and a variety of mapping and geospatial projects; prepares maps and maintains various spatial and tabular data resources; does related work as required. Work is performed under the regular supervision of the GIS Manager.

## **ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)**

- Supports GIS applications and projects with other departments and users under supervision and coordination with the GIS Manager.
- Works with the GIS Manager to ensure that all existing and future data meet and are compatible with the standards of other departments within the city.
- Maintains and updates the address point, street centerline, parcel layers, and other layers as necessary for the smooth operation of City and MHGIS Partnership stakeholders and resolves concerns that may delay emergency services response time.
- Ensures geocoding and addressing policies adhere to National Emergency Numbering Association (NENA) and locally established handling policies and procedures.
- Supports the creation and maintenance of web maps, dashboards, web apps, and mobile maps for data collection in a well-organized manner and assists others with using the information.
- Operates global positioning system (GPS) equipment in the field utilizing mobile apps and related GPS equipment to collect and field verify data.
- Compiles and creates new data from records through survey data collection, geocoding, heads-up digitizing, and other methods.
- Research recorded plats, ordinances, historical maps, deeds, and related plans and documents.
- Operates GIS software and maintains accurate records and documentation to support work.
- Assists engineers, surveyors, and citizens with base mapping data and responds to citizen inquiries and complaints.
- Provides technical support with GIS applications used to collect, organize, communicate, and analyze digital mapping products.
- Reviews site plans to ensure compliance with addressing standards and specifications.
- Performs quality control reviews on own work.
- Supports the production of training aids and resource material related to new project implementation.
- Performs related tasks as required.

## **SUPERVISORY RESPONSIBILITIES**

- None.

### **COMPETENCIES**

- **Communications:** Expresses ideas and thoughts verbally. Expresses ideas and thoughts, exhibits form, and exhibits good listening and comprehension. Keeps others adequately informed and selects and uses appropriate communication methods.
- **Dependability:** Responds to requests for service and assistance. Follows instructions and responds to management direction. Takes responsibility for own actions and commits to doing the best job possible. Keeps commitments and meets attendance and punctuality guidelines.
- **Judgment:** Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in the decision-making process. Makes timely decisions.
- **Problem Solving:** Identifies problems promptly. Gathers and analyzes information skillfully and develops alternative solutions. Resolves problems in early stages. Works well in group problem-solving situations.
- **Initiative:** Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculates risks. Looks for and takes advantage of opportunities. Asks for help when needed.
- **Job Knowledge:** Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how a job relates to others. Uses resources effectively.
- **Quality:** Demonstrates accuracy and thoroughness. Displays commitment to excellence and looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.
- **Safety and Security:** Observe safety and security procedures, report potentially unsafe conditions, and determine appropriate action beyond guidelines. Uses equipment and materials properly.
- **Planning and Organization:** Prioritizes and plans work activities. Organizes work, uses time efficiently, and plans for additional resources. Sets goals and objectives and integrates changes smoothly.

### **QUALIFICATIONS**

#### **Education and Experience:**

Associate degree (A.A.) or equivalent from a two-year college or technical school, two (2) to three (3) years of related experience or training, or equivalent combination of education and experience.

#### **Knowledge, Skills, and Abilities:**

- Basic knowledge of geographic and cartographic principles, practices, and techniques.
- Basic knowledge of ESRI desktop and Enterprise software environments, including data editing and publishing practices.
- Knowledge of geodatabase editing.
- General knowledge of standard office procedures, practices, and equipment.

- Knowledge of the City ordinances related to addressing and zoning.
- Ability to learn local government GIS applications, including planning, public works, fire, EMS, and police.
- Ability to establish and maintain effective working relationships with other employees and the general public.

**Certificates, Licenses, Registrations:**

Possession of a valid driver's license.

**PHYSICAL/MENTAL DEMANDS**

- While performing the duties of this job, the employee is regularly required to sit, stand, or walk.
- The employee must hear to receive information through oral communication and talk to express or exchange ideas through spoken word.
- The employee must occasionally exert up to 10 pounds of force to move objects.
- The employee must make rational decisions through sound logic and deductive reasoning.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.
- The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

**WORKING CONDITIONS**

While performing the duties of this job, the employee is occasionally exposed to wet and humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation and vibration. When indoors, the noise level in the work environment is generally quiet to moderate.

The work environment characteristics described here represent 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 of this job.

**Signature/Approval**

_____	_____
<i>Employee</i>	<i>Date</i>
_____	_____
<i>Supervisor</i>	<i>Date</i>
_____	_____
<i>Department Head</i>	<i>Date</i>

*The above statements describe the general nature and level of work performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*