



Life Connected.

JOB DESCRIPTION

TITLE:	GIS Technician	LAST UPDATED:	August 2020
DEPARTMENT:	Development Services	SALARY:	\$42,000 / year
REPORTS TO:	GIS Manager	FLSA DESIGNATION:	Non-Exempt

Summary: The Geographic Information Systems (GIS) Technician is responsible for the data creation and maintenance of the GIS utility data as well as other more routine geographic information processing tasks that are assigned. Primary duties include input and editing of spatial and attribute data, and preparing maps using ArcGIS and other geospatial software. The GIS Technician will perform a variety of technical and skilled tasks in the operation of the City's geographic information system (GIS) with the main concentration of engineering and utility GIS data. Work assignments are usually broad in scope and involve the use of good judgment and accurate decision making. The position reports to the GIS Manager and does not supervise others within the department.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) duties include but are not limited to the following.

Essential Job Functions:

- Responsible for creation, editing, and maintenance of Geographical Information Systems (GIS) data. Includes data collection, input, and linkages of information/images into the GIS and Asset Management System.
- Responsible for maintaining web-based GIS map and all data.
- Responsible for "As-Built" record drawing archiving and ensuring new data is added to the GIS utility network. Provides public, consultants, and other agencies as-builts or digital data as needed.
- Responsible for creating story maps and crafting marketing campaigns with GIS
- Responsible for assisting Public Safety with GIS needs
- Responsible for updating and revision of City geographic data as needed, i.e., official base maps, subdivision locations, right of way dedications, utility easements, water, wastewater, street exhibits, related regulatory features, and reports.
- Supports departments with Location Maps, Buffer Notifications, and other maps. GIS maintenance of other software programs that require GIS data.
- Conducts mapping or deed research in the field and in the office. Resolves conflicting information, and ensures the accuracy of the data.
- Performs Global Positioning System (GPS) field data collection and post-correction of data.
- Required to report for work punctually, work all scheduled hours, and any required overtime as deemed necessary.
- Collects, verifies, and enters data to the City's map including but not limited to roads, structures, street centerlines, utilities, zoning districts, property parcels, taxation, and CCN's.
- Trains users on new and existing GIS and ESRI products (ArcMap, ArcGIS Pro, AGOL)

Preferred Knowledge and Skills:

- Thorough knowledge of GIS, computer-aided drafting, and GPS operation.
- Knowledge of data creation, data processing, and map production, using any combination of ESRI's basic products and extensions.
- Knowledge of ArcGIS Pro & ArcGIS Online
- Ability to read and comprehend civil engineering drawings.
- Ability to follow oral and written instructions.
- Ability to work and contribute to a team environment.
- Ability to use modern office procedures, methods, and computer equipment including word processing, database, and spreadsheet applications.
- Ability to use standard business English, spelling, and grammar.
- Requires the ability to perform coordinated movements, such as operating a computer terminal and printer and various office equipment.
- Experience with ESRI software (personal, file, and SDE/SQL geodatabases) is required.
- Must be skilled in the use of computer and peripheral equipment. Maintain plotters, wide format printers, and scanners.
- Desired knowledge of Photoshop

Preferred Education, Experience, and Certifications:

- Requires a minimum of an Associate's degree (college, university, or technical institution) - major coursework in Geographic Information Systems, plus two years of practical GIS or Engineering work experience.
- Any equivalent combination of experience or training which provides the knowledge or abilities to perform assigned work will also be evaluated. Municipal experience is preferred.
- Must pass a pre-employment drug screen, and/or post-offer physical exam.
- Must possess State of Texas Driver's License or obtain such within thirty days of hire.

Environmental Factors and Conditions/Physical Requirements:

- Tasks are essentially sedentary, with occasional walking, bending, light lifting, or other restricted physical activities.
- Tasks involve some physical effort, i.e., some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment; may involve extended periods of time at a keyboard or workstation.
- Tasks involve frequent walking, standing; some lifting and carrying of moderate weight (12-20 pounds); and/or the operation of vehicles, office, shop, or hand tools in which manipulative skills/hand-eye coordination are important ingredients of safe and/or productive operations.
- Tasks are routinely performed without exposure to adverse environmental conditions (e.g. dirt, cold, rain, fumes).
- Tasks require visual perception and discrimination.
- Tasks require oral communications ability.
- Moderate attendance for training; some field excursions

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, and telephone.

Core Values & Servant Leadership:

- Candidates should embody the City's core values of Excellence, Community, Integrity & Service. The City's cultural model is based upon servant leadership. In Celina, Life Connected is not just the City's tag line, but a way of life, how we relate with each other, and how it permeates our work environment as well.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein.

ACKNOWLEDGEMENT

I acknowledge that I have read and understand the duties necessary to be successful in this position. If, at any time, I become unable to perform the essential functions of the above position, it is my responsibility to notify my supervisor and/or Human Resources.

Employee Printed Name

Date

Employee Signature