

Geographic Information System (GIS) Technician - Water

Position Purpose:

Professional, administrative, technical, and analytical position which is responsible for providing support for the Town of Easton's daily water operations and GIS data development.

Supervision:

Supervision Scope: Implements both technical and administrative solutions to assist in field operations and to forward the town GIS mission. Also responsible for data maintenance and analysis related to the Town's GIS. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions and conformance with policy or other requirements.

Supervision Received: Works under the general supervision of the Water Operations Manager with technical supervision by the GIS Manager. The position is subject to review and evaluation according to the Town's personnel plan.

Supervision Given: May supervise part-time, seasonal or temporary employees.

Job Environment:

Work is performed both indoors, under typical office conditions, and on occasion in the field related to both performing and training others in GPS survey and data collection, with exposure to variable weather condition, hazards associated with construction sites, and roadway traffic.

Workload is subject to seasonal fluctuations. Most work is performed during normal business hours; however, the employee may be required to work outside normal business hours to attend meetings, or support emergency operations.

The employee operates GPS surveying equipment, personal computer, including GIS, office, database, and other technical or engineering related software, standard office equipment, an automobile and a light truck.

Employee has frequent contact with the general public and regular contact with other town departments, committees, commissions and boards, contractors, consultants and utility companies. Contact is usually by telephone, correspondence, e-mail or in person.

Errors may result in delay or loss of service, monetary loss and legal repercussions.

Essential Duties and Responsibilities:

(The essential functions or duties listed below 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.)

Operates computers, mobile devices, peripheral equipment, and software related to water operations and GIS.

Prepares and maintains accurate records, maps, and reports utilizing GIS software.

Utilizes technical skills in analytical projects and data capture/conversion.

Participates in the development of work processes and standards for the use of GIS in town operations.

Provides training and field support to staff in the operation of GIS.

Interfaces and coordinates with outside vendors.

Keeps GIS Manager informed of plans, progress and problems on a regular basis.

Maintains up to date knowledge of GIS and related technology, through continuing education, maintaining effective, efficient, current operations and records to achieve department and town wide goals.

Performs other GIS and computer related duties as assigned.

Assists Water Division staff with other technology related issues and processes.

Recommended Minimum Qualifications:

Education, Training, and Experience:

Bachelor's degree with major work in geography, information systems, or related field with a concentration in GIS technology. A minimum of one (1) year responsible experience in professional GIS positions or an equivalent combination of education and experience may be considered.

Special Requirements:

Possession of a valid Class D Driver's License.

Knowledge, Ability, and Skill:

Working knowledge of GIS technologies and concepts.

Ability to communicate complex information effectively. Ability to use various computer applications fluently. Ability to perform digital imaging processing and printing. Ability to train and support other personnel on various software packages. Ability to use a scanner, digitizer, plotter, printer, and a digital camera. Ability to network and operate the town computer network. Ability to read and interpret technical documents. Ability to work effectively with municipal staff, external agents and the general public with tact, discretion, professionalism, patience and courtesy.

Strong computer application skills required, particularly in GIS software. Requires strong communication skills. Must be self-motivated, highly organized and disciplined.

Physical Requirements:

Moderate physical effort is required in the field. Minimal physical effort required to perform functions under office conditions. The employee must be able to stand, walk, sit, speak and hear, to use hands to operate equipment, climb or balance, stoop, kneel, crouch, crawl and reach. The employee may be required to lift, move and/or push objects weighing up to 60 pounds. Vision requirements include the ability to read routine and complex documents and use a computer. Ability to operate a motor vehicle.

This job 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.

Professional/Administrative Employees Association Grade: EE FLSA Status: Non-Exempt
