



BOROUGH OF NAUGATUCK
JOB POSTING

POSITION:	ENGINEERING/GIS TECHNICIAN
DEPARTMENT:	DPW - ENGINEERING
WORKING HOURS:	40 HOURS PER WEEK
RATE OF PAY:	\$31.17 PER HOUR
DATE:	SEPTEMBER 2, 2022

GENERAL STATEMENT OF DUTIES:

- Uses GIS and CAD software to develop and maintain Borough GIS System.
- Uses GIS software to make queries and perform informational analysis of location, relationship trends, and proximity of complex features and data. Generates standard and custom products such as reports, maps, diagrams, exhibits, and displays.
- Develops and maintains GIS layers and databases for use in borough departments.
- Provides specifications for the purchase of GIS software and hardware.
- Researches and verifies accuracy of GIS materials and data sources.
- Identifies sources of data in relationship to existing data and designs strategies for incorporation into GIS.
- Prepares or completes various forms, reports, correspondences, spreadsheets, etc. as required.
- Completes tree surveys, assigns house numbers, investigates complaints and work orders
- Reviews and approves street, road and sewer permits.
- Reviews and approves construction and survey plans including proposed plot plans and as-builts.
- Proficient at researching and indexing engineering files and gathers information from other departments including Town Clerk, Assessors and Planning Office
- Collects field data and checks data in the field as required.
- Performs general maintenance and trouble shoots problems with GIS hardware and software
- Acts as instrument operator for the survey crew as required and be efficient in utilizing the survey equipment in all their functions.
- Acts as, and assists Street and Sewer Inspector as required or assigned and is proficient in all aspects of construction inspection.
- Answers telephone, files and scans documents, responds to emails, assists the public and contractors.
- Enters computerized requisitions following financial guidelines as required.

QUALIFICATIONS:

Education Bachelor's Degree from an accredited college or university with major coursework, geographic information systems (GIS), geography, cartography, land planning, Civil engineering or closely related field and 2 years of experience or graduation from a technical school and 5 years of experience.

Experience: 2 years of experience in ARVIEW, ARCGIS and COGO and AUTOCAD. Experience with relational databases including ACCESS is desirable. Experience and knowledge in the field of surveying, construction and the principles and practices of civil engineering.

Licensure: CT state driver's license

INTERESTED INDIVIDUALS MUST DOWNLOAD AND COMPLETE A BOROUGH OF NAUGATUCK GENERAL EMPLOYMENT APPLICATION AND SUBMIT A RESUME AND APPLICATION TO:

Borough of Naugatuck
Attn: Human Resource Department
497 Rubber Avenue
Naugatuck, CT 06770
We are an Equal Opportunity Employer