

GIS Technician



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 herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Entry-level Technical position which is assigned field and office related work involving geospatial data and working with geographic information systems (GIS). This job includes assignments provided by the Field Operations Division within the Utilities Department and may require efforts related to general building facilities, utilities infrastructure, field data retrieval and office field or office data entry. An employee in this position will need to be aware of general utility infrastructure maps, atlases and engineered drawings, and be capable of accessing piping or conduits in trenches as well as over waterways. The position requires accessing satellite images, performing geographical surveys of known assets.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. This is a generic job description that covers operations in both water and wastewater facilities and is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Works with aerial photographs and may be requested to produce aerial views of assets.
- Researches geographic data and may enter new asset data or document utility locations in GIS.
- Performs research and verification of geographic data, performs field GPS location tasks and may be tasked to log and provide verified location in field from mapped data (underground locates) from utility atlases or drafted as-built drawings.
- May be requested to draw maps using computer software
- Ensures maps are annotated and compiled with correct information.
- Compiles reports using all available GIS and GPS data.
- May produce maps and atlases for reference purposes, or enter detailed information from hand written field notes, documenting vertical and/or horizontal locations onto city atlases.
- May be requested to assist in maintaining accurate records of the maintenance and repair history of infrastructure from which field work is performed.
- Conducts frequent and periodic locations of infrastructure, utilizing ground penetrating radar and other means as necessary of water distribution system and wastewater collection system, storm water or irrigation systems to protect underground infrastructure prior to construction.
- Adheres to established schedules for preventive maintenance of water/wastewater systems.
- Installs and changes out water meters. Installs, relocates, and repairs fire hydrants.

- Installs, repairs, locates, and exercises valves, blow off points, etc. Installs water service, taps, meter sets, and replaces meter boxes.
- Executes work within schedules as assigned by supervisor which may include building, grounds, or plant or wastewater system equipment or electrical systems or equipment, and may be expected to enter and access data by entering trenches or traversing aerial pipe crossings.
- Performs work on interior and exterior plant maintenance systems and may be assigned general housekeeping duties as well as stocking, ordering, and documenting progress and achievements.
- Performs presentations of findings and has capabilities to utilize Microsoft suite of software such as Power Point, Excel and Word.
- Punctuality and reliable attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. A minimum of one (1) year of experience in a related field; or an equivalent combination of education, training, and experience.

Previous experience as a Utility Mechanic and Computerized Aided Drafting (CAD) is preferred.

Must possess a valid driver's license with an acceptable driving record. Must obtain a valid Florida driver's license prior to hire.

Knowledge, Skills, and Abilities:

- Knowledge of standard practices, materials, tools, and equipment of the utilities underground infrastructure maintenance trade.
- Skill in using department software, especially ESRI GIS software, MS Excel and MS Word.
- Ability to carry out oral and written instructions.
- Ability to physically perform required duties.
- Ability to establish and maintain effective working relationships with department officials, other employees, and the general public.
- Ability to read, write, and perform basic mathematical computations.
- Ability to clearly communicate and understand information in English, both orally and in writing.
- Ability to work, learn, and progress in a career-development job classification program.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in the performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily limited to, climbing, crawling, stooping, kneeling, and

bending. Tasks may involve some lifting, carrying, pushing, and pulling of objects and materials of moderate to heavy weight. Some tasks require manual dexterity in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors. Must be physically able to operate equipment and tools when needed.

WORKING CONDITIONS

Tasks are mostly performed inside the plant facility with regular visits to the outside environment with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and moving vehicles, vibrations, electric currents, toxic/poisonous agents, gases or chemicals, oils, and other fluids, or pathogenic substances.

Work is performed in both an outdoor field environment as well as in the office. Tasks are regularly performed with varied amounts of exposure to adverse environmental conditions indoors and outdoors.

Noise, heat, cold and rain may be encountered during the course of repairs to equipment and infrastructure located throughout the utility system.