

# City of Lake City, FL

## Classification Description

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Classification Title: GIS SUPERVISOR  
Department: UTILITY ADMINISTRATION

Pay Grade: 14  
FLSA Status: EXEMPT

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### General Description

This position is for a Geographic Information Systems (GIS) Supervisor. The individual will perform under the supervision of the Director of GIS and work as a team member with various Utility divisions and City departments.

### Nature of Work

Professional and technical work applying GIS technology to specific disciplinary areas of utilities including applying the principles of geomatics as it relates to automated mapping and facilities management (AM/FM) systems.

### Classification Standards

Positions allocated to this classification report to the Executive Director of Utilities and work under limited supervision. Work in this class is distinguished from lower classes by its emphasis on geomatics and utility mapping and design applications.

### Essential Job Functions

- Responsible for management and supervision of GIS team members.
- Provide support and training opportunities for GIS team, including new hires.
- Provide guidance to GIS team for mapping, analysis, design, and data editing as needed.
- Provide forward-thinking guidance and direction for the development and implementation of new technologies, software, and innovative processes.
- Provides technical assistance to utility and city crews (i.e. natural gas, water, storm water, public works, reclaimed, or wastewater) and works closely with the Executive Director of Utilities and other Departments.
- Creates, maintains and updates all utility and City GIS layers.
- Uses GIS to assist with annexations, legal descriptions, easements, addressing, land use and zoning changes, permitting, grant applications, and new utility and/or public works construction projects.
- Interprets title searches, easement documentation, survey plats, metes and bounds descriptions, deeds, leases, legal descriptions and other survey and legal information to update GIS layers and insure accuracy of data included in the AM/FM/GIS system.
- Creates maintains and updates GIS data files, shape files, and attribute tables, including facilities data, parcel map data and other planimetric map data as required.
- Creates map products and plans using GIS software.

- Maintains official City maps and prepares reports.
- Attends GIS classes, seminars, regular city and county GIS User Group meetings and other special-project GIS committee meetings as needed.
- Business workflow process mapping and Construction Maintenance Management System Implementation.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

### Non-Essential Job Functions

- Assists with annual budget preparation.
- Coordinates necessary survey, engineering and field data for use in GIS production.
- Performs other related duties as assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES

### Critical Skills/ Expertise:

All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues.

- Knowledge of surveying and engineering mathematics and their applications to surveying and engineering computations.
- Knowledge of principles, practices, techniques, and instruments used in GPS field data acquisition.
- Knowledge of documentation and graphic representation of utility easements, utility right-of-ways, and utility property acquisitions.
- Skilled in using ESRI ArcGIS software, AutoCAD software, and the Microsoft Office suite.
- Ability to perform technical surveying computations.
- Ability to produce professional quality finished planimetric utility maps and/or plans.
- Ability to design a utility project from start to finish, including obtaining all necessary permits.
- Ability to communicate effectively, both orally and in writing.
- Ability to work effectively with co-workers, public, and other state agencies.

Minimum Requirements: Graduation from an accredited two year college or technical school with major course work in Geomatics, Surveying and Mapping, Geography, GIS or related field and five-years progressively responsible experience in GIS implementation and utilities mapping/design or related field, or any equivalent combination of education and experience.

Licenses/ Certificates

Valid Florida Driver's License required.

**ESSENTIAL PHYSICAL SKILLS**

- Physical strength and agility sufficient to safely perform all essential job functions.
- Sitting for long periods of time
- Standing
- Walking
- Stooping
- Kneeling
- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Moderate (up to 50 pounds) lifting and carrying
- Specific vision abilities include close vision, distance vision, color vision and ability to adjust focus.
- Work may require performance of tasks outdoors under varying climatic conditions.

Environmental Conditions:

- Works inside
- Works outside

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature