



# City of Winder

**Job Description: GIS Field Technician**

**Department: Technology Services**

Rev 5/13

**EEO Function:**

**Pay Grade: 14**

**EEO Category:** Service Maintenance

**Status:** Non-exempt

**Pay Type:** Hourly

**Position Number:** 1412

## **I. Chain of Command/ Reports To**

Technology Services Director  
GIS Manager

## **II. Job Summary**

Under direction, the responsibilities of the GIS (geographic information systems) Field Technician are to collect and record site-specific data about utility structures and other features as assigned. Primary duties will include: data management and creation, field work/surveys (primarily for documenting Utilities Infrastructure), provide supportive mapping data and analysis.

## **III. Essential Duties and Functions**

- Measuring distances, directions and depths of a particular area or structure.
- Uses GPS equipment to collect point data for various City utilities including fire hydrants, water valves, water lines, sewer lines, manholes, inlets, utility infrastructures and other features as assigned.
- Document the condition of infrastructure including streets, street signs, and sidewalks in the field with a handheld computer device.
- Collects and enters raw data into the GIS computer system for City infrastructure using various software packages.
- Assist in the design, development and creation of databases, maps and other related projects.
- Performs light to heavy manual labor and/or unskilled to semi-skilled tasks to assist with locating utilities.
- Dig ditches, trenches and post holes and load dirt and construction materials.
- Clean and maintain basic tools used on the job.
- Perform minor repairs on tools, machines and equipment of the trade.
- Operate and maintain a truck used to transport materials, tools and equipment.
- Participate in the set up of safety devices on job sites such as setting out of flags, cones and signs and other traffic control devices.
- Work with other departments as assigned.
- Observe safe-working practices, including maintaining storage areas in a safe condition; notify supervisor of the need for equipment repair; correct or report any safety or fire hazards.
- Participates in a wide variety of special projects as they relate to GIS applications.

- Follow and promote Policy & Procedures of the City of Winder.

#### **IV. Knowledge, Skills, and Ability:**

- Knowledge of equipment operation and safety measures.
- Knowledge and ability to work with a pipehorn, metal detector, and/or other locating equipment.
- Knowledge of GPS Platforms, including Trimble and ArcMap.
- Knowledge of how to read general construction specifications and blueprints.
- Ability to work independently, in the absence of supervision, with directives given by supervisory staff.
- Ability to pass drug testing as noted in policy.
- Ability to wear protective gear.
- Ability to communicate in English.
- Ability to interpret maps, manuals, specifications and diagrams.
- Ability to read legal descriptions, deeds, plat books, maps, and software procedures manuals.
- Ability to operate a computer
- Ability to complete assignments against deadlines
- Ability to complete reports
- Skill in understanding and following oral and/or written instructions
- Skill in establishing and maintaining effective working relationships with City employees and the public
- Time management skills

#### **V. Licenses and Certifications Required**

- Valid Georgia Driver's License and maintain valid license and good driving record
- Participate in annual training for GPS/satellite information updates

#### **VI. Qualifications**

- High School diploma or GED
- Work standby/on-call and overtime as required or scheduled (evenings, weekends and/or holidays, if necessary)
- One year of general or specialized GIS, utility or public works experience.

#### **VII. Physical Requirements**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl; and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be able to perform heavy physical labor, including having sufficient strength to lift and carry tools and materials weighing up to 65 pounds.

**VIII. Working Conditions:**

Essential duties of this position are performed primarily in an outdoor environment in all weather conditions, to include snow, wet and/or humid conditions. While performing essential duties of the job, employees work in an environment of constant noise, are exposed to dust, fumes, smoke, gases, oil, grease, solvents and chemicals, work on uneven surfaces, work around moving vehicles and equipment and on equipment with moving parts and are subject to continuous vibration. The noise level in the work environment may be moderate to loud.

**IX. Supervisory Controls/Responsibility:**

None

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*