



City of Winder

Job Description: GIS Field Technician II

Department: Technology Services

Rev 4/14

EEO Function:

Pay Grade: 16

EEO Category: Service Maintenance

Status: Non-exempt

Pay Type: Hourly

Position Number: 1423

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 II are to collect and record site-specific data about buildings and utility structures and other features as assigned; as well as, preparing and using ESRI to design, implement and maintain a geographic information system including data base design and system interface for electrical facilities.

III. Essential Duties and Functions

- Follow and promote Policy & Procedures of the City of Winder.
- Informs and advises the Technology Services Director through the GIS Manager on all department issues affecting the City; provides advice, support, and information to other department employees on proposed changes affecting assigned duties/department operations.
- Coordinates and assists in the development, maintenance, and distribution of maps, files, layers, databases, and drawings in support of various City Department.
- Operates computer workstation to update maps as new data is received relative to subdivisions, developments, capital improvement projects, zoning requirements, and other projects.
- Creates, updates and maintains metadata for all city layers.
- Ensures that metadata is compliant with FGDC standards for all city map layers.
- Digitizes current building/utilities locations from aerials.
- Conducts GIS analyses with a variety of data formats, shapefiles, personal & file geodatabases, third party resources (SQL Server, Excel, Access, etc.), images.
- Operates and maintains GIS system hardware, software, plotter, digitizer, as well as other printers, video camera and equipment assigned.
- 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.
- Collects and enters raw data into the GIS computer system for City infrastructure using various software packages.
- Measuring distances, directions and depths of a particular area or structure.

- Documents the condition of infrastructure including streets, street signs, and sidewalks in the field with a handheld computer device.
- Post processing and editing for GPS collected feature data.
- 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.
- 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.
- Cleans and maintains equipment/tools used on the job.
- Performs minor repairs on tools, machines and equipment of the trade.
- Operates and maintains a truck used to transport materials, tools and equipment.
- Observes safe-working practices, including maintaining storage areas in a safe condition; notify supervisor of the need for equipment repair; corrects or reports any safety or fire hazards.
- Participates in a wide variety of special projects as they relate to GIS applications.
- Communicates with engineers, contractors, developers, surveyors, planners, real estate representatives, local officials, utilities, general public and others to answer questions about departmental operations and/or procedures.
- Prepares presentations of maps for meetings, conferences and other general needs.
- Works with other departments as assigned.
- Participates in special City events as required.
- Maintains uniforms and other assigned equipment in functional and presentable condition.
- Performs other related duties as assigned

IV. Knowledge, Skills, and Ability:

- Knowledge of the operation and use of GPS equipment.
- Knowledge of GPS Platforms, including Trimble.
- Knowledge and ability to work with a pipehorn, metal detector, and/or other locating equipment.
- Knowledge of ESRI software products including Arc Map, Arc Info and Arc View.
- 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 interpret maps, manuals, specifications and diagrams.
- Ability to read legal descriptions, deeds, plat books, maps, and software procedures manuals.
- Ability to estimate material and equipment types and quantities needed to complete assignments.
- Ability to do arithmetic computations including multiplication, division, fractions, decimals and conversions.
- Ability to promote a positive work environment.
- Ability to maintain a neat and orderly workspace.
- Ability to interpret and apply applicable federal, state and local policies, laws and regulations.
- Ability to work routinely under highly stressful conditions.

- Ability to work independently.
- Ability to maintain confidentiality.
- Ability to operate a computer.
- Ability to complete assignments against deadlines.
- Ability to complete reports.
- Ability to wear protective gear.
- Ability to pass drug testing as noted in policy.
- Ability to communicate in English.
- Skill in understanding and following oral and/or written instructions.
- Skills in effectively operating a motor vehicle on City/County/State streets.
- Skill in establishing and maintaining effective working relationships with City employees and the public.

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
- Minimum of 21 years of age.
- Five (5) years of general or specialized GIS experience with a minimum of 1 year of work experience which involves GIS responsibilities to include maintenance, editing, archiving and mapping of documents.
- ESRI software training.
- No felony convictions within the prior five (5) years or while employed in the position.
- Must be a citizen of the United States.
- Work evenings, weekends and/or holidays as required.

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 physical labor, including having sufficient strength to lift and carry tools and materials weighing up to 65 pounds.

Hearing: Hear in the normal audio range with or without correction. Able to hear in-person; as well as, distinguish radio and telephone conversations, recognize differences or changes in sound patterns and loudness or pitch.

Attendance: Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public.

VIII. Working Conditions:

This position works in both an office environment and outdoor. Some 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.

This position is designated as an emergency position that requires the employee to work under all types of emergency conditions. Some examples of emergencies include inclement weather, utility failure, public safety concerns, forced evacuations or as determined by the City Administrator.

Some travel may be required to maintain training requirements.

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.