

UTILITIES GIS TECHNICIAN

MAJOR FUNCTION

This is a technical position that creates and organizes spatial and tabular data by way of implementing geographic information systems (GIS), and performs specialized work related to the spatial and tabular data development, maintenance, and quality control of digital and graphic geographic information.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Create visual representations of GIS database and to assist department and users in optimization of their duties.
- Organizes, creates, manipulates, enters and retrieves GIS data for reporting, analysis and presentation purposes.
- Implements technical methodologies for creation and use of spatial and tabular data. Prepares and interprets source documents and spatial data for digital conversion.
- May assist in the development of GIS related presentations, attends meetings and workshops as required.
- Provides for the digitizing of source documents and maps. Supplies first line quality control of all data, which includes spatial alignment, accuracy, GPS validation, etc. as required.
- Prepares and performs maintenance on all departmental GIS data as required.
- Operates printers and copiers for reproduction of plans and other documents.
- Files drawings, maps, improvements plans and project documents.
- Assists in preparation of applications for water management district and Florida Department of Environmental Protection permits.
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- Assists the general public and division personnel with information that deals with technical utility system details.
- Collect, manually sort, scan, and retrieve utility reports for future studies.
- Required to report to work at the appointed hour, as scheduled, and to work the entire

UTILITIES GIS TECHNICIAN

assigned schedule.

SECONDARY FUNCTIONS

- Receives and screens office visitors and telephone calls. Greets and refers customers and visitors, pleasantly and courteously.
- Performs other tasks as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

This position has no supervisory responsibility.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience

Associates Degree or equivalent from a two year college or technical school; with one year related experience and/or training in a related field such as information systems or geography; or equivalent combination of education and experience.

Licenses

Valid Florida Driver's License.

Training

ESRI – ARC GIS Tools and Functionality for ARC View.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

UTILITIES GIS TECHNICIAN

- Ability to speak effectively before groups of customers or employees of organization.
- Ability to write reports, business correspondence, and procedure manuals.

Mathematical Skills

- Ability to work with the fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Problem Solving Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data.
- May participate in development of policy, programs, plans, or procedures.

Specialized Skills and Abilities

- Experience in computerized mapping, CAD, or related fields.
- Must be able to do close work, such as digitizing.
- Basic understanding of engineering, surveying and architectural principles and practices.
- Ability to read and interpret aerial maps, legal descriptions, and courthouse records.
- Ability to work with limited supervision.
- Knowledge of terminology, practices, and techniques used in geographic information systems.
- Strong organizational skills and ability to plan and organize work and meet multiple deadlines.
- Ability to analyze data, organize information, and develop appropriate recommendations.
- Ability to remain calm in stressful situations.
- Knowledge of terminology, practices, and techniques used in geographic information systems.

UTILITIES GIS TECHNICIAN

- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

PHYSICAL DEMANDS

Vision is a major requirement for this position and requires close and color vision and depth of perception. While performing the duties of this job, the employee will occasionally be required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl, taste or smell, and to lift up to fifty pounds; will regularly be required to talk or hear; and frequently be required to sit, use hands to finger, handle, or feel, reach with hands and arms.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to fumes or airborne particles. The typical noise level for this environment is moderate.

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