
Enumclaw, WA

Geographic Information System (GIS) Technician I

Job Description:

Position Title: **GEOGRAPHIC INFORMATION SYSTEM (GIS) Technician I**

Department: **PUBLIC WORKS**

FLSA Status: **Non-Union, Exempt**

Pay Grade: **34(Salary Range \$5,061. - \$6,603.)**

Nature of Work:

Responsible for establishing baseline GIS system for the city's public utilities, interpreting, analyzing, editing and maintaining the Enterprise GIS system utilizing the latest GIS software. Data and information comes from various sources that include internal and external: Operational as-built, land base resources and detailed maps of Gas, Water, Sewer, and Storm water distribution facilities. Updates, expands, and maintains existing system maps and records. Perform work in support of the planning, mapping, permitting, analysis, review, design, construction, inspection, operation, maintenance, and management functions of the Public Works Department and other City departments as assigned.

Examples of Work:

- Assist the city in the conversion of mapping records from AutoCAD to Arc GIS.
- Establish standard GIS layer conventions for the city utility and other assets and lead the effort to convert existing AutoCAD drawings and other data to ArcGIS formats.
- Assist the gas utility with record retention and compliance inspections utilizing the ARC GIS system.
- Prepare and maintain accurate maps and records in ArcGIS and facilitate the exchange of data between CAD and GIS platforms. Prepare drawings, maps, and documents for use in presentations, construction bid documents, reports, and plans.
- Coordinate with consultants and contractors on assigned projects and studies.
- Provide written and verbal reports for supervisors, outside groups, City Council, commissions or others as requested.
- Facilitate the exchange of GIS data between the City and outside agencies and the public, particularly King County.

- Facilitate communication between consultants, contractors, City staff, and others.
- Review and respond to public requests for records and data.
- Operate field data collection equipment; conduct and document field infrastructure surveys and data collection and measurement activities.
- Understand, prepare, organize, and maintain manuals, system documentation and digital records for active use and archiving.
- Perform other duties as assigned.
- Prepare and maintain records regarding LID (Local Improvement District), ULID (Utility Local Improvement District), and developer agreements. Calculate LID, latecomer, connection and system development fees.
- Assist with the preparation and updating of City comprehensive plans.
- Facilitate, coordinate and accomplish the interfacing of data (address locations) between GIS layers and the Police Departments Spillman System.

Reporting Relationships:

Describe who employee reports to and if applicable the positions that report to them.

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Knowledge, Skills and Abilities:

Knowledge of:

- Geographic information system (GIS) and computer aided design (CAD) and drafting theory, practices, hardware, and software.
- Current environmental practices and issues in the public works and utility fields.
- City organization, operations, policies, and objectives.
- Principles, practices, terminology, methods and techniques of civil and mechanical engineering planning, design analysis, construction, and management of utility, transportation, and other public works projects.
- Applicable city, state and federal laws, codes, regulations, specifications, standards, policies and procedures, including health and safety standards.
- Mathematical concepts, including geometry, probability, statistics, and algebra.
- Correct English usage, grammar and vocabulary.

Ability To:

- Utilize ESRI ArcGIS at an intermediate to expert level and basic understanding Autodesk AutoCAD software.
- Learn and utilize a wide variety of specialized software, including data collection, financial, spreadsheet, database, modeling, word processing, and other programs.
- Design, plan, review, calculate, and organize studies and projects and perform duties as assigned.
- Coordinate outside consultants and contractors on assigned projects and studies.
- Inspect work in progress and upon completion to assure performance complies with contracts and City, State and federal specifications and regulations.
- Prepare designs and sketches.
- Read, review and understand engineering plans and specifications.

- Compile and analyze statistical and technical information, maps, research data and other pertinent data.
- Communicate effectively, orally and in writing. Make presentations and lead technical meetings.
- Work independently and meet schedules, commitments and time lines.
- Interpret, apply and explain local, state and national codes, rules, regulations, policies and procedures.
- Maintain records and prepare comprehensive reports.
- Establish and maintain cooperative working relationships with others.
- Investigate problems, analyze situations and determine appropriate corrective action.
- Monitor and control project budgets.
- Observe legal and defensive driving practices.
- Maintain regular, reliable and punctual attendance.
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Education and Experience:

The ideal candidate will have attained Engineer in Training certification in civil or mechanical engineering with a 4-year degree with specific course work in applied GIS. A combination of formal training in ArcGIS, training in engineering technology and experience with applied GIS related to water, sewer or natural gas utilities may be substituted for engineering education.

Specialized training in ERSI ArcGIS is required.

Selected candidate with EIT certification may gain the design experience necessary to complete the requirements to qualify for the professional (Civil) engineer registration examination.

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Licenses/Certification:

- Valid Washington State Driver's License.
- EIT certification is highly desirable.

[Click here for instructions on how to apply.](#)

Qualifications:

Category	City
Posted date	January 3, 2017
Closing date	January 24, 2017
Status	Closed
Salary	Salary Range \$5,061. - \$6,603

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