

Job Description:	GIS TECHNICIAN	Job Number XXX
FLSA Status:	Non-Exempt / Classified	Revised: 11-10-2022
Reports to:	Assistant City Engineer and/or City Engineer	

FUNCTION OF JOB

Develops and maintains the City’s Geographic Information System (GIS) for use by the entire City and integrates data for application to various software systems.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Manages integration of utility data with spatial layers and takes responsibility to ensure accuracy of all data entry.
2. Responsible for quality control processes on CAD and GIS and attribute information.
3. Prepares technical documentation related to GIS including data specifications, database standards, user requirements and procedures.
4. Creates cartographic and other products using GIS software, relational and object databases utilizing plotter, printer, digitizer, scanners and internet applications.
5. Serves as a liaison between various City departments for mapping needs.
6. Responsible for maintaining, updating and developing information attributes and spatial layers.
7. Communicates construction details to City Engineering office in order to develop as-built drawings of projects.
8. Uses knowledge of GIS software products and maintenance management systems to assist personnel in developing various data reports as needed.
9. Applies techniques and practices involved to complete assigned GIS work and projects.
10. Transfers electronic survey data into computer drawing format.
11. Performs related tasks as required.
12. Works safely without presenting a direct threat to self or others and to have knowledge of and compliance with OSHA regulations connected with job responsibilities.

SUPERVISION RECEIVED AND GIVEN

Performs duties, as required, with instruction from Assistant City Engineer and/or City Engineer. Supervises aides as necessary.

MINIMUM ACCEPTABLE QUALIFICATIONS

An Associate's Degree in computer science, geography, cartography, or related field or a geographical information systems certificate from an accredited college.

Skilled in use of ESRI's core GIS products, such as ARcGIS Online, ArcMap, and ArcGIS Pro.

Five years of GIS experience.

Knowledge of underground utility systems.

Proficient in Microsoft Excel, Word and PowerPoint or approved equal.

Possess a valid Ohio Driver's License.

ADDITIONAL DESIRABLE QUALIFICATIONS

College courses in civil engineering, surveying, or computer-aided drafting.

Graduate degree in computer science, geography, cartography, or related field.

Ability to supervise.

Candidates should submit their cover letter and resume on or before November 24, 2022 to djohnson@mountvernonohio.org and engineer@mountvernonohio.org