

CITY OF CUMMING
DEPARTMENT OF UTILITIES
CONSTRUCTION AND STORM WATER DIVISION
GIS Technician

GENERAL NATURE OF WORK

Performs a variety of technical office and field duties updating, maintaining and analyzing the Department's GIS and utility infrastructure data using GIS, database and information management applications. Coordinates and performs research and field data collection of infrastructure location, structural and condition information. Provides queries and analysis on infrastructure, maintenance, condition, replacement and management data and develops reports, maps and presentations for use by city staff and external customers.

EXAMPLES OF WORK

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Operates and maintains the City geographic information system (GIS) base maps, parcels, roads, subdivisions, rights-of-way, zoning, water lines, sewer lines, storm lines and updates data in GIS database; enters mapping data from deeds, plats, plots, surveys, or other sources into GIS system.
- Assist with interpreting as-built drawings, construction plans, engineering plans, recorded maps, deeds, legal descriptions, imagery and related source documents and incorporates them into GIS using various methods including digitizing, and GPS.
- Researches and evaluates infrastructure and utility information and provides technical information and assistance to City personnel and the public. Initiates contact with City personnel, private utilities, engineering firms and the public to verify infrastructure and utility information, resolve problems, and exchanges information to ensure accuracy of GIS mapping and infrastructure data.
- Conducts data collection research, utilizing all or portions of maps, deeds, legal/court records, computer databases, Internet sites, hardcopy materials, or other sources as needed; collects and organizes data for report generation.
- Maintains and continually updates relational databases containing geographic-related and other relevant data sets. Creates and modifies data files by entering electronically converted data into appropriate database system.
- Assists in composing and plotting maps, using computer-aided drafting.

- Follow quality assurance (QA) and quality control (QC) processes, and perform routine data management tasks, such as data validation and correction, queries and editing in GIS to ensure GIS data accuracy, integrity, and completeness.
- Prepares or completes various forms, reports, correspondence, maps, plots, plats, surveys, feature/attribute records, or other documents.
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, geographical information system, parcel mapping, research, e-mail, Internet, or other computer programs.
- Responds to inquiries from property owners, City personnel, the general public, and/or other interested parties regarding mapping and water, sewer and storm location issues
- Operates a variety of specialized/general equipment and tools, which may include a computer, plotter, digitizer, printer, wide format copier, deed retrieval copier, fax machine, copier, calculator, or telephone.
- Assists with entering data into the City's asset management software (Cartegraph).
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new technologies, equipment, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends conferences, workshops, and training sessions as appropriate.
- Operates a motor vehicle to conduct site visits or other work activities.
- Performs general/clerical tasks, which may include answering telephone calls, sending/receiving faxes, making copies, filing documentation, or processing incoming/outgoing mail.
- Perform tasks, create reports/spreadsheets, manage documentation, and operates in computer software programs including but not limited to the most current editions of the following: Microsoft Office – Word, Excel, Powerpoint, etc.; ArcGIS software and applications; AutoCAD
- Aids other employees and departments as needed.
- Maintains good public relations with water and sewer customers.
- Performs all other duties as required.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- General understanding of Water Distribution and Wastewater Collection Systems.
- General understanding of the parts and materials used in Water Distribution and Wastewater Collection Systems.
- Operating applicable computer hardware, operating systems, and software
- Operating the most current edition of ArcGIS, Trimble GPS software, Word, Excel, Outlook, and Powerpoint.
- Operating a Trimble GPS device and other GPS equipment.
- Understanding and applying basic surveying techniques and cartography principles.
- Interpreting and understanding plans and blueprints.
- Conducting research
- Ability to read and understand plans and blueprints.
- Good communication skills both written and oral. This includes the ability to communicate effectively with other employees, engineers, surveyors, developers, property owners, contractors, subcontractors, and the general public.
- Ability to operate under limited supervision.

DESIRED EDUCATION, TRAINING, AND EXPERIENCE

High school diploma or GED; supplemented by vocational/technical training in cartography, computerized mapping, or a related field; supplemented by one (1) year previous experience and/or training involving geographical information system operations, cartography, and computerized mapping; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

MINIMUM PHYSICAL REQUIREMENTS

Must be able to exert up to 50 pounds of force occasionally and 20 pounds of force frequently. Physical demand requirements are at levels of those for sedentary work.

FSLA Status: Non-Exempt

Acknowledged by: _____