

Job Title:	GIS Utility Technician	Job Category:	Craft Worker
FLSA Status:	Non-Exempt/Hourly	Position Type:	Full-time (40 hours/week)

Job Purpose:

To perform GIS data maintenance, analysis, entry, and conversion; perform data research, investigation, and verification; assist with solving technical problems and determining possible solutions; field verification of organization's assets material, size, location, condition, etc.; work with asset management software ensuring the accuracy of information and updating as needed.

ESSENTIAL DUTIES

Maintenance:

- Responsible for the maintaining of service line and customer connection layers inside the GIS database
- Responsible for quality assurance field checks of GIS attributes
- Coordinate with and monitor sub-contractor meter change outs
- Field verify any water and wastewater GIS assets as needed
- Work closely to support field crews in locating assets
- Responsible for flowing system hydrants and updating attribute changes.
- Provides technical support to the GIS department as needed in conjunction with the department manager and other department personnel
- Utilize GIS software to perform duties that may include management requests for information, water modeling assistance, asset management assistance, etc.
- Other duties as assigned

QUALIFICATIONS

Education/Experience

- Bachelor's Degree in GIS, Geography or a related field is required
- ArcGIS software experience required – ArcGIS Online, ArcGIS Pro, and Collector for ArcGIS
- Trimble Terraflex
- Trimble GPS units: R2 – survey-grade unit and DA2
- 1-3 years of GIS experience preferred.
- Ability to obtain Grade I Water within one year of hire date.

Skills/Knowledge

- Safety practices and procedures for installing, repairing, and maintaining water systems
- Methods, materials, and tools needed for identifying, installing, repairing, and maintaining water systems
- Can differentiate between construction material types (Brass/Copper/Galvanized/Lead)
- Ability to work well with and maintain positive working relationships with co-workers and customers
- Work independently with accountability for accurate and complete results
- Be extremely organized
- Have strong attention to detail
- Work well both independently and in a team environment
- Communicate well; listen, verbal, written
- Ability to make arithmetical calculations rapidly
- Analyze information and respond appropriately
- Manage time wisely and prioritize tasks

- Work well under pressure
- Take the initiative when needed

Attributes

- Professional appearance and manner
- Desire and ability to learn
- Honest and trustworthy
- Strong work ethic
- Self-motivation
- Energetic
- Dependable
- Respectful
- Flexible
- Positive

PHYSICAL DEMANDS

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. This job is majority field work-related, and you must be comfortable working in all weather conditions. Due to the physical nature of the work, you must be able to walk for long distances and over uneven terrain. Must be able to bend over to inspect multiple meter boxes daily and be able to lift 50lbs periodically.

Must possess a valid Alabama driver's license.

Supervision Received

GIS/Construction Manager

Hours

Regular hours are 7:00 a.m. – 3:30 p.m. Monday-Friday; however, additional hours may be required on occasion. Regular and punctual attendance is required.

Created By:		Date Created:	Click or tap to enter a date.
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I certify that I can perform all the assigned duties with or without reasonable accommodation.

Employee Signature

Date