

Water Authority Position Description

GIS TECHNICIAN

Status	Position Code	Level	Date
APPROVED	GIST	A06	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

ASSIST CUSTOMERS IN OBTAINING GEOGRAPHICAL INFORMATION INCLUDING DIGITAL MAP. PERFORM GEOGRAPHIC RECORD DATA ENTRY, REVISION AND CORRECTION OF EXISTING DRAWINGS, MAPS AND RECORDS.

MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL DIPLOMA OR GED SUPPLEMENTED BY A ONE (1) YEAR CERTIFICATE IN COMPUTER AIDED DRAFTING (CAD), GEOGRAPHIC INFORMATION SCIENCE (GIS), OR A RELATED FIELD, PLUS THREE (3) YEARS EXPERIENCE IN CAD, GIS OR CIVIL ENGINEERING.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

SUPERVISION RECEIVED/EXERCISED

RECEIVES GENERAL SUPERVISION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.

ESSENTIAL FUNCTIONS

1. IN A COURTEOUS MANNER, PROVIDE INFORMATION TO THE PUBLIC, CONTRACTORS, DEVELOPERS, ENGINEERING FIRMS, STAFF AND OTHERS REGARDING THE WATER AUTHORITY INFRASTRUCTURE, SERVICE LINE LOCATIONS, MAPS AND SERVICE REQUEST. ASSIST PUBLIC WITH SYSTEM GENERATED MAPS.
2. REVIEW "AS BUILT" DRAWINGS, PLATS, PROPERTY DESCRIPTIONS AND OTHER DATA SOURCES FOR COMPLETENESS. SCAN DOCUMENTS AND CREATE LINK TO IMAGE REPOSITORY (IR) DATABASE.
3. COLLECT, UPDATE, REVISE AND MAINTAIN GEOGRAPHIC INFORMATION SYSTEMS (GIS) INCLUDING DATABASES. PROVIDE TECHNICAL SUPPORT FOR THE GENERAL PUBLIC AND ORGANIZATIONS REQUESTING INFORMATION ON GIS MODELING AND MAINTENANCE TRACKING.
4. ASSIST IN DEVELOPING PROGRAMS FOR THE PURPOSE OF GENERATING REPORTS AND MAPS.
5. MAINTAIN OFFICE SUPPLIES AND INVENTORIES. ORDER SUPPLIES AS NEEDED.
6. MAINTAIN AND MANAGE THE WATER AUTHORITY IMAGE REPOSITORY AND ASSIST WITH UPDATING INFRASTRUCTURE UTILITY BOOKS.

SUPPLEMENTAL FUNCTIONS

1. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS. STAY ABREAST OF NEW DEVELOPMENTS IN THE FIELD OF GIS.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

CURRENT PRINCIPLES AND PRACTICES OF CIVIL ENGINEERING AS IT RELATES TO GIS APPLICATIONS
RESEARCH METHODS AND SOURCES OF INFORMATION RELATED TO URBAN GROWTH AND DEVELOPMENT
TECHNIQUES OF DRAFTING AND MAP MAKING
PRINCIPLES AND PROCEDURES OF COMPUTER PROGRAMMING RELATED TO GEOGRAPHIC INFORMATION SYSTEMS
APPLICABLE COMPUTER SOFTWARE AND SYSTEMS, INCLUDING GIS, ARCMAP, AND INTERNET
PROCEDURES OF DATA AND RECORDS CONTROL
PRINCIPLES AND PROCEDURES OF RECORD KEEPING
PRINCIPLES OF DATA COMMUNICATIONS
UNDERSTANDING OF RELATED CONFIGURATION REQUIREMENTS
PERTINENT FEDERAL, STATE, AND LOCAL LAWS, CODES AND REGULATIONS

PREFERRED SKILL/ABILITY

COLLECT AND VERIFY DATA PERTINENT TO CIVIL ENGINEERING
READ AND INTERPRET A VARIETY OF MAPS
PREPARE AND MAINTAIN COMPREHENSIVE RECORDS AND FILES
PREPARE CLEAR AND CONCISE TECHNICAL REPORTS AND RECOMMENDATIONS
OPERATE A VARIETY OF COMPUTER EQUIPMENT AND SOFTWARE RELATIVE TO THE
ASSIGNED AREA RESPONSIBILITY
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE
CONTACTED IN THE COURSE OF WORK
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE
CONTACTED IN THE COURSE OF WORK

WORKING CONDITIONS

OFFICE ENVIRONMENT; EXPOSURE TO COMPUTER SCREENS.

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED
DUTIES AND RESPONSIBILITIES SUCH AS; SITTING, WALKING OR STANDING FOR
PROLONGED PERIODS OF TIME; MAY BE REQUIRED TO LIFT UP TO 40 POUNDS
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE
DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES