

Water Authority Position Description

G P S ADMINISTRATOR

Status	Position Code	Level	Date
APPROVED	GPSA	P25	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

MAINTAIN THE GEOGRAPHIC POSITIONING SYSTEM (GPS) DATABASES, RUN REPORTS FOR MANAGEMENT REVIEW AND SERVE AS LIAISON TO GPS PROVIDER.

MIN EDUCATION & EXPERIENCE REQ

ASSOCIATE'S DEGREE OR 2-YEAR TRADE SCHOOL GRADUATE IN COMPUTER AIDED DRAFTING AND DESIGN, SURVEYING, COMPUTER SCIENCE, GIS OR RELATED FIELD AND THREE (3) YEARS EXPERIENCE IN INFORMATION TECHNOLOGY, GIS OR GPS, COMPUTER AIDED DRAFTING, SURVEYING AND/OR PUBLIC UTILITY OPERATIONS. GPS DATA COLLECTION AND REPORT GENERATING EXPERIENCE PREFERRED.

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

RECEIVE GENERAL DIRECTION FROM THE FLEET MAINTENANCE SUPERINTENDENT

ESSENTIAL FUNCTIONS

1. MONITOR GPS DATA FOR EXCESSIVE IDLING OR SIMILAR ANOMALIES AND ESCALATE ISSUES TO MANAGEMENT AS NEEDED.
2. CONDUCT SEARCHES AND REQUESTS FOR INVESTIGATION FROM AUTHORITY DIVISIONS. RUN REPORTS OF VEHICLE USAGE.
3. TROUBLE SHOOT EQUIPMENT AND REPORTING DISCREPANCIES TO ENSURE FUNCTIONAL OPERATION. EXECUTE QUALITY CONTROL PROCESSES AND DATA TRANSMISSION PROTOCOLS.
4. GENERATE MONTHLY SYSTEMS PERFORMANCE REPORTS/MEASURES AND DISTRIBUTE TO OPERATIONAL UNITS.
5. EXAMINE FEASIBILITY OF ROUTING APPLICATIONS FOR AUTHORITY DIVISIONS. PERFORM COMPARATIVE ANALYSIS OF ACTUAL VERSUS PLANNED ROUTES.
6. INSPECT GPS UNITS FOR ANY SIGNS OF TAMPERING OR NON-OPERATIONS PROBLEMS AND REPORT AS APPROPRIATE.
7. INTEGRATE GPS DATA INTO PREVENTIVE VEHICLE MAINTENANCE PROGRAM. WORK WITH OTHER FUNCTIONAL AREAS TO COORDINATE INTERDEPENDENCIES.
8. LIAISE WITH DISPATCH OFFICE OR OTHER FUNCTIONAL AREAS TO PROVIDE TECHNICAL AND OPERATIONAL IN AN EFFICIENT AND TIMELY MANNER.
9. PERFORM A VARIETY OF ADMINISTRATIVE DUTIES, INCLUDING, BUT NOT LIMITED TO: DATA ENTRY, ORDERING PARTS, MAINTAINING INVENTORY OF OFFICE SUPPLIES, AND FILING.
10. SERVE AS POINT OF CONTACT WITH GPS PROVIDER.

SUPPLEMENTAL FUNCTIONS

1. PERFORM OTHER DUTIES AS ASSIGNED.

PREFERRED KNOWLEDGE

CARTOGRAPHIC PRINCIPLES, GIS STANDARDS AND COORDINATE SYSTEMS
BASIC UNDERSTANDING OF RELATIONAL DATABASE SYSTEMS
KNOWLEDGE OF THE INTERNET, OUTLOOK, AND EXCEL
BASIC PRINCIPLES AND PROCEDURES OF PROJECT MANAGEMENT
BASIC PRINCIPLES AND PROCEDURES RELATED TO GPS SYSTEMS
APPLICABLE COMPUTER SOFTWARE AND SYSTEMS
PROCEDURES OF DATA AND RECORDS CONTROL

PREFERRED SKILL/ABILITY

DEFINE PROBLEMS, COLLECT DATA, ESTABLISH FACTS, AND DRAW VALID CONCLUSIONS
PREPARE TECHNICAL REPORTS AND RECOMMENDATIONS
DETECT, ISOLATE AND RESOLVE INFORMATION SYSTEM PROBLEMS
UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS
WORK EFFECTIVELY WITH MINIMAL SUPERVISION
MANAGE CUSTOMER RELATIONS AND EXPECTATIONS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH OTHERS

WORKING CONDITIONS

OFFICE ENVIRONMENT, EXPOSURE TO COMPUTER SCREENS

PHYSICAL REQUIREMENTS

ESSENTIAL AND SUPPLEMENTAL FUNCTIONS MAY REQUIRE MAINTAINING PHYSICAL
CONDITION NECESSARY FOR WALKING, STANDING OR SITTING FOR PROLONGED
PERIODS OF TIME.