

**Job Title: GIS Technician I****Department:** GIS**Salary Range:** Dependent upon skills, abilities, qualifications, and experience.**Job Description:** Under minimal supervision, performs technical database and mapping work by updating, maintaining and plotting digital infrastructure databases and maps, including informational layers and topographical maps.**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)**TASKS:** Maintains and edits map layers of survey and engineering data; maintains, updates and edits digital base maps of wastewater, storm water, and other systems; maintains, updates and edits databases of facilities, equipment, permits, etc.; updates map features through electronic updating, calculations, and keyed input; collects data and enters into computer databases; creates various map plots for users. Checks record drawings and other maps created by outside contractors and staff; assists in provision of information to crews and staff. Performs other related duties as assigned.**KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

- Knowledge of Geographic Information System (GIS) methods, practices and applications.
- Knowledge of basic mapping principles.
- Knowledge of basic database principles.
- Knowledge of computer hardware, software and peripherals specific to GIS applications.
- Knowledge of ArcView 9.x, ArcGIS
- Knowledge of electronic data input and updating methods and practices.
- Knowledge of public relations/ customer service practices.
- Skill utilizing a variety of computer software and peripherals to maintain base maps, map layers and topographical maps.
- Skill duplicating and copying data to various media.
- Skill utilizing customer service techniques when responding to inquiries and complaints.
- Skill establishing and maintaining effective working relationships.
- Skill in effectively communicating in both oral and written form.

**Minimum Qualifications:**

A High-School diploma and the equivalent of a technical degree in computer databases, engineering, environmental science, geographic information systems, or directly related discipline from an accredited institution, including GIS coursework and basic mapping principles, and experience in GIS mapping, surveying, or related projects. A valid driver's license is required.

**Physical Requirements:**

Work requires concentration on detail, working with computer keyboard, mouse, and field books/maps for extended periods of time. Ability to visually compare and verify data. Ability to lift and carry twenty-five (25) to thirty (30) pound equipment across rough terrain in all forms of weather on an occasional basis; requires moderate physical effort with intermittent sitting, standing, walking, and driving on an occasional basis.

FULL TIME EMPLOYEES ARE ELIGIBLE FOR MEDICAL/LIFE INSURANCE, PAID LEAVE, HOLIDAYS, AND PAID RETIREMENT BENEFITS.

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