

## KEARNS IMPROVEMENT DISTRICT

### Job Description

<b>Job Title:</b>	GIS Specialist II
<b>Department:</b>	Engineering
<b>Division:</b>	Engineering
<b>Reports to:</b>	Public Works Director

<b>Pay Grade:</b>	17
<b>FLSA Status:</b>	Non-exempt
<b>Effective Date:</b>	November 2022

#### **GENERAL PURPOSE:**

GIS/GPS/Mapping: Utilizes ESRI, ArcGIS and related software to review and verify accuracy of various computerized maps and engineering drawings: compares GIS to as-built engineered drawings and make corrections to GIS based upon research and field verification; assists in field exercises utilizing GPS equipment to pinpoint coordinates and measurements for various district infrastructure; Developing apps, dashboards and reports using ArcGIS online to build workflows for various district programs and educating the decision makers and the public on items such as the Revised Lead and Copper Rule; may perform general field survey duties as needed.

#### **ESSENTIAL DUTIES/RESPONSIBILITIES**

- Creating, reviewing, and managing IT and GIS background details and information such as data-base management, networking, hardware configuration, etc. Synchronizing databases and utilizing Microsoft Access.
- Assists the Public Works Director in budget preparations related to GPS operational needs; identifies needs for equipment upgrades; establishes relationships with equipment vendors, negotiates pricing and initiates purchases according to established purchasing guidelines.
- Oversees specific assigned projects; determines project task priorities, identifies necessary resources and equipment and, identifies issues related to GIS, determines project completion timeline in consultation with the Public Works Director.
- Digitizes or imports CAD maps for existing and new additions to district system, Develops new GIS layers and maintains existing layers for engineering, or planning facilities; produces custom maps upon request from the Public Works Director, engineers, and district employees or officials; utilizes various mapping and cartography skills to finalize computerized and hard copy maps.
- Assists in field GPS functions to locate and develop maps of new water and sewer lines, valves, hydrants, manholes and appurtenances of the district, coordinates and works with inspectors; assembles data from GPS local surveys, county data, utilities, state and federal agencies and other entities for mapping and analysis, utilizes Trimble software (TGO) to create GPS points.
- Develops new GIS layers and maintains existing layers; research records of plats and property descriptions to determine property location, boundaries, and size; Develop an interactive map to index of all utility easements; maps and tracks all District easements, documents and other instruments relating to properties owned, managed or maintained by District. Organize, track and manage all development and/or other agreements relating to existing and future developed properties.
- Using the ArcGIS online portal, designs, builds, and maintains workflows for District programs for Operations and Maintenance activities for water and sewer services, asset management and building and maintaining dashboards and reports to relay problems and trackwork completed to department managers; trains employees how to use GIS software and apps to input and interact with the District's data.
- Provides customer service to public and employees in refining requests for information from databases and determines best format to publish results in maps or statistical reports.
- Assists in the maintenance of GIS operations; assists with GIS administration; defines, develops, and maintains GIS applications; designs organization data definitions and standards including dashboards; assist in the development and review of logical GIS database file designs.
- Performs all work within District policies, procedures, rules, and regulations.

- Operates GPS equipment (survey and mapping grade) to locate and /or collect location data. Ensure data collected in field is coordinated with District GIS system.

### **ADDITIONAL RESPONSIBILITIES**

- Conduct various office duties.
- Performs other duties as required.

### **NATURE OF WORK CONTACTS**

- Interacts daily with customers.
- Interacts daily with employees in the field and in the office to communicate field findings and billing information.

### **TRAINING AND QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education and Experience:
  - A. Graduation from college with a bachelor's degree in database operations, computer science, geography or related field; AND
  - B. Four (4) years of work experience performing above or related duties; OR
  - C. An equivalent combination of education and experience.
- Knowledge, Skills, and Abilities:
  - Functions of various district departments and data bases; data-base management, district operational processes and procedures; system design concepts, methods and standards for project control; hardware configurations and capabilities; operating system fundamentals; data communication concepts; documentation procedures; technical writing; complex math and computer aided engineering, technical tools and equipment associated with drafting and cartography; mapping scales and their most appropriate use; legal documents and terminology. Computerized mapping software and methods (ESRI, ArcGIS, Windows, etc.). various geographic databases, computer modeling of water and sewer systems, surveying practices including GPS point retrieval, State Plane Coordinate Systems, quality assurance and control methods; district geography.
  - Ability to read and understand computer output, recognize, and solve problems related to data entry and retrieval; communicate technical information effectively, verbally and in writing; perform mechanical duties related to installation of terminals, printers, hardware and related items; develop effective working relationships with supervisors and fellow employees; troubleshoot network and computer equipment.
  - Must be entry level ArcGIS certified to visualize, manage, and analyze geospatial data through an approved ESRI training center.
  - Ability to learn hazards and precautions associated with trench work and sewer and water line construction.
- Ability to utilize creative and cooperative problem-solving processes and facilitation skills diplomatically.
- Ability to work independently and as part of a team and to maintain a cooperative, enthusiastic, motivated, team-oriented attitude.
- Ability to deal effectively with stress caused by work conditions and time deadlines.
- Must be able to work in heavy traffic areas, with concern towards the safety of the public.
- Ability to learn and follow District policies and procedures, rules, and regulations.
- Ability to maintain regular and timely attendance.

- Must possess a valid Utah Driver's License with a good driving record.

**PHYSICAL/SENSORY DEMANDS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in an office environment as well as outside. Employee will experience frequent outdoor weather conditions and occasional work in hazardous traffic conditions.
- Employee is regularly required to: sit for long periods of time; use computer to enter data; use telephone to converse with customers; perform repetitive wrist, hand and/or finger movement.
- Employee is required to: talk, feel the attributes of objects, grasp, push, stand, walk, stoop, kneel, crouch, crawl, climb, balance, drive, and reach with arms or hands. Must be able to frequently lift objects of 50-75 lbs.
- Noise level: Moderate to loud when working in the field. Mental application utilizes memory for details, discriminating thinking and creative problem solving.
- Specific vision abilities include: Clarity of vision at 20 feet or more and 20 inches or less. Three-dimensional vision or the ability to judge distance and space relationships. Ability to identify and distinguish colors, adjust the eye to bring an object into sharp focus and to see up and down or to the right or left while fixed on a point.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provision of this description at any time as needed without notice. This job description supersedes earlier versions.

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