



<b>Job Title:</b>	GIS Technician		
<b>Department/Group:</b>	Technical Services	<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Technical Services Manager	<b>Position Type:</b>	Full-time
<b>FLSA:</b>			
<p>An Exempt employee is paid on salary basis (not eligible for overtime/compensatory time) as the position is executive, administrative, professional, or computer-related in nature and is exempt from both the Federal Fair Labor Standards Act (FSLA) and State Minimum Wage Act.</p> <p>This full-time position is responsible for entering, collecting, coordinating, updating and maintaining data within the District's Enterprise Geographic Information System (GIS). This position researches and interprets engineering construction plans, plats, legal descriptions, and other source documents to ensure the data within the GIS accurately represents their real-world counterparts. This classification will also investigate infrastructure in the field, and collect locations using GNSS receivers and other means. This classification will also create both hard copy and computerized interactive maps for District use and provide end users general technical support. The GIS Technician is also responsible for assisting with tasks related to the District's Enterprise Asset Management System (EAM).</p> <p>This position will receive direction and technical leadership from the GIS &amp; Asset Management Coordinator.</p>			
<b>Essential Duties and Responsibilities:</b>			
<p>The following statements reflect the general duties and responsibilities of this position but should not be considered an all-inclusive listing. The employee is also expected to meet the performance standards developed for this position and the District's standards.</p> <ul style="list-style-type: none"> <li>• This is not a safety sensitive position.</li> <li>• Compiles geographic data from a variety of sources; scans, rectifies, and digitizes data; edits and refines GIS data.</li> <li>• Collects GNSS field data using GNSS receivers. Verifies GNSS data, imports data into the District's GIS, and utilizes data to validate the District's GIS.</li> <li>• Coordinates the collection of data, use of GNSS devices, and data transfers with other District personnel.</li> <li>• Creates hard copy and computerized interactive maps and apps for District use.</li> <li>• Assist with the development of Asset Management workflows, including creation of PMs, forms, grids, plug-ins, and reports.</li> <li>• Inspect and verify sewer CCTV data meets District standards. Import data into District's Asset Management Program.</li> <li>• Assist with creating automations to remove manual processes in data maintenance and integrating data into GIS and Asset Management.</li> <li>• Assist with day-to-day user problems with GIS &amp; Asset Management related products such as hard copy maps, computer and mobile-device based interactive maps, and software applications that utilize GIS &amp; Asset Management data and services.</li> <li>• Supports the relationship between the District and its customers by demonstrating courteous and cooperative behavior when interacting with clients, vendors, visitors, and District staff.</li> </ul>			

<ul style="list-style-type: none"> <li>• Maintains absolute confidentiality of work-related issues, client records, and District information; performs related duties as required or assigned.</li> <li>• Follows adopted District IT Security Standards.</li> <li>• Other duties as assigned.</li> </ul>
<b>Work Schedule:</b>
Typically, District office hours, 8 a.m. - 4:30 p.m. Monday - Friday.
<b>Travel:</b>
Infrequent, offsite meetings, training, and conferences.
<b>Qualifications:</b>
<p><b><u>Experience/Education:</u></b></p> <ul style="list-style-type: none"> <li>• One year experience in CAD/GIS software, or an equivalent combination of education, training and/or experience and two years of employment in a computerized office environment. Proficient in the use of windows operating systems, Microsoft Office, ESRI ArcGIS, and AutoCAD software products. Ability to apply basic concepts of algebra and geometry. Technical certificate from an accredited post-secondary institution in GIS, or closely related field is preferred.</li> </ul> <p><b><u>Licensing Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• Possess and maintain a valid Washington State Driver's License with an acceptable driving record to the District and the District's insurance carrier.</li> <li>• Be legally eligible to work in the United States.</li> </ul>
<b>Knowledge, Skills, and Abilities:</b>
<p><b><u>Knowledge of:</u></b></p> <ul style="list-style-type: none"> <li>• GIS / ESRI software suite programs.</li> <li>• Theories, principles and practices of GIS/CAD, including data compilation and conversion, database management systems, graphics applications and overlays, and spatial models for computer analysis.</li> <li>• Working knowledge in civil engineering surveying, drafting, mapping, computations, and writing and interpreting legal descriptions.</li> <li>• Cartography and the creation of maps and other spatial data products.</li> <li>• Principles of land use planning, water and sewer infrastructure, mapping, global navigation satellite systems, plan metrics, and orthophotography.</li> <li>• Water and sewer capital infrastructure, operating systems, fixtures, and terminologies.</li> <li>• Word processing, email, spreadsheet, and database programs (i.e., Word, Excel, Outlook, and Access).</li> </ul> <p><b><u>Skills in:</u></b></p> <ul style="list-style-type: none"> <li>• Analyzing problems, identifying solutions, and proposing action.</li> <li>• Resolving software and hardware problems.</li> <li>• Communication, both written and oral, and interpersonal skills as applied to interact with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.</li> </ul>

**Ability to:**

- Accurately read, understand, develop, manipulate and analyze geographic information in a variety of data formats and projections.
- Manage multiple projects concurrently under difficult deadlines.
- Operate copy machine, telephone, cell phone, computer, tablet, and other standard office equipment.
- Operate GNSS equipment.
- Work independently.
- Establish and maintain cooperative working relationships with co-workers, vendors, and customers.
- Communicate effectively both verbally and in writing.
- Understand, read, speak, and write English.
- Adhere to District Policies and Procedures.
- Ability to complete assigned tasks.

**Work Environment:**

**Environment:** Standard office setting and some outdoors in various weather conditions. Frequent interaction with District staff and the general public; exposure to moderate noise levels. When outdoors, employee risks physical hazard from mechanical and electrical equipment, traffic, animals, and other dangers.

**Physical Work:** Incumbents require sufficient mobility to work in an office setting; walk, stand, or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; to stoop, kneel, or crouch; lifting and carrying up to 50 pounds; ability to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus, and see and distinguish primary utility marking colors (Green/ Red/ Blue/ Black/ Yellow).

**Hearing:** Hear in the normal audio range with or without correction.

**Tobacco Free:** The Silver Lake Water and Sewer District is a tobacco-free environment within District-owned facilities. The District's policy is to hire only non-smokers, non-chewing tobacco users, and non-vapor users.

*This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.*

**Reviewed By:****Date:****Approved By:****Date:**