

GIS TECHNICIAN

JOB SUMMARY

Under the direction of the GIS Manager, this position collects, creates, and maintains spatial data along with its related attributes using ESRI products and other software to input features and data into the Company's GIS system.

JOB DUTIES AND ESSENTIAL FUNCTIONS

Responsible for a variety of functions and duties which may include, but are not limited to:

- Develop and create spatial data and related attributes specific to company including Company infrastructure and assets, franchised area boundaries, planning boundaries, special study boundaries and any other infrastructure, assets or boundaries important to operate Company water systems.
- Collect digital data from internal and outside resources for integration/import into the Company's GIS Database.
- Create professional digital and hard copy maps as requested by staff and management.
- Design and update spatial database and related attributes.
- Keep spatial data and related attributes organized in an electronically safe storage environment.
- Operate and maintain GIS software and hardware, including accessory equipment (plotters, printers, etc.).
- Collect field data using Trimble GPS unit.
- Performs other duties as assigned or required.

SKILLS, KNOWLEDGE AND PHYSICAL REQUIREMENTS

Skills, knowledge and physical requirements include, but are not limited to:

- Specific experience with using GIS for utility networks.
- Ability to communicate in writing, orally, graphically and cartographically to convey technical GIS concepts to non-technical staff member and managers.
- Working knowledge of Microsoft Office products
- Working knowledge of AutoCAD and Microstation is desirable
- Familiarity with safety practices and procedures.
- Ability to follow written instructions.
- Ability to receive criticism and make corrections.
- Ability to interact with internal and external customers in a cooperative, professional manner.
- A neat and professional appearance.
- Must be dependable, punctual, and have good attendance.
- Ability to perform repetitive activities including walking, standing, sitting, reaching, bending, grasping, stooping, and lifting up to 50 lbs.

EDUCATION, TRAINING AND EXPERIENCE

The following are required:

- Associates degree or equivalent course work in GIS, geography, computer science, information systems or civil engineering, is desirable,
- Two (2) years of experience working with civil engineering design drawings and surveying.
- Minimum of two (2) years of experience using ESRI products or other spatial analysis software products.
- Valid Arizona driver's license and acceptable driving record.