



Town of Grand Chute Position Description

Name:		Department: Community Development
Position Title:	GIS/Utility Technician	Pay Grade: TBD
Date:	May 2019	Reports To: Community Dev. Director

Purpose of Position

The purpose of this position is to perform skilled technical work in the operation, maintenance and support of the Town's Geographic Information System (GIS) and in the implementation and maintenance of a stormwater Best Management Practices (BMPs) tracking program. Work involves GIS/ESRI data collection, GPS data collection, in-field inventory and inspections, database management, reporting, and map production. Work is performed under the general direction of the GIS Coordinator.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Operates GIS system hardware/software, plotter, and GPS systems.

Compiles geographic data from multiple sources including GPS, field observation, aerial photography, AutoCAD files, existing maps, consulting engineers, and cooperating agencies.

Maintains and updates enterprise geodatabases to support maps and GIS website.

Creates maps using ESRI and AutoCAD software.

Imports GPS data points into GIS system for use in generating and updating maps.

Implements and maintains a stormwater BMP operation and maintenance tracking program.

Collect, analyze, and maintain GIS data and stormwater/BMP documentation including (but not limited to) stormwater management plans, operation and maintenance agreements, record drawings, easements, and maintenance records for both public and private facilities.

Performs in-field work related to GPS data collection, staking, inventory and inspection of stormwater BMPs, survey of as-built utilities (water, sanitary and storm).

Other Duties and Responsibilities

Stores electronic copies of as-built construction plans.

Works on special GIS projects as assigned.

Prepares maps and geographic information as requested.

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Provides assistance and advice to users in all aspects of GIS.

Assists with illicit discharge observations and tracking.

Provides customer service at walk-up counter, answers phones, provides information, takes and relays messages.

Required or Preferred Skills and Abilities

Knowledge of principles, practices, terminology and trends in GIS programs and applications as applied to governmental entities.

Experience using a variety of GIS and AutoDesk software, including ESRI, AutoCAD Civil 3D, ArcGIS Server, ArcMap, ArcPro, Spatial Analysts, ArcGIS Online, Collector, Survey123 and Microsoft Office products.

Database experience with Microsoft SQL Server, Enterprise Geodatabases and Access.

Experience with AGOL mapping and implementation.

Experience with database versioning and database roles.

Experience with surveying and data collection utilizing Trimble and Pathfinder Office.

Familiarity with civil engineering principles, street/utility design, and construction.

Familiarity with stormwater engineering principles, practices, and BMPs.

Familiarity with land subdivision and development review processes.

Ability to gather geographic data and process it for input and management in GIS systems and for output to end-users.

Ability to work on multiple projects simultaneously.

Ability to work effectively with minimal supervision and conform to deadlines.

Ability to work effectively in a team setting.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include sitting for prolonged periods of time, operating assigned office equipment, and performing fieldwork to include photographing property features, operating GPS equipment and inspecting stormwater BMPs.

Ability to sustain prolonged visual concentration.

Possess and maintain a valid Wisconsin driver's license.

Minimum Training and Experience Required to Perform Essential Job Functions.

Bachelor's Degree in GIS, Civil Engineering, Geography or a related field, and two to three years of experience operating and maintaining GIS systems and database applications; or an equivalent

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combination of education and experience that provides the knowledge, skills and abilities to perform the duties and responsibilities of the position.

EEO/ADA Policy Statement

The Town of Grand Chute is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of Town and requirements of the job change.

Employee's Signature

Supervisor's Signature

Date

Date