

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

UTILITIES GIS TECHNICIAN

Department: Utilities
Pay Grade: 204
FLSA Status: Non-Exempt
Job Class: 3212
Risk Code: 8810

JOB SUMMARY

Responsible for creating and organizing spatial and tabular data by way of implementing geographic information systems (GIS) and performing specialized work related to the spatial and tabular data development, maintenance, and quality control of digital and graphic geographic information.

ESSENTIAL JOB FUNCTIONS

- Collects and updates GIS data using Global Positioning System (GPS). Utilizes a variety of survey tools and equipment such as GPS data collector, level, and other tools to determine distance, location, dimensions, depth, grade, and volumes.
- Creates visual representations of GIS database and assists department and users in optimization of their duties.
- Organizes, creates, manipulates, enters, and retrieves GIS data for reporting, analysis, and presentation purposes.
- Implements technical methodologies for creation and use of spatial and tabular data.
- Prepares and interprets source documents and spatial data for digital conversion.
- Provides for the digitizing of source documents and maps. Supplies first line quality control of all data, which includes spatial alignment, accuracy, GPS validation, etc. as required.
- Prepares and performs maintenance on all departmental GIS data as required.
- Operates printers and copiers for reproduction of plans and other documents.
- Files drawings, maps, improvements plans, and project documents.
- Assists the general public and division personnel with information that deals with technical utility system details.
- Collects, manually sorts, scans, and retrieves utility reports for future studies.
- May assist in the development of GIS related presentations, attends meetings and workshops as required.

- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position has no supervisory responsibilities.

QUALIFICATIONS

Education and Experience:

Associate's degree or equivalent; and one (1) year experience in related field such as information systems or geography; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- ESRI - ARC GIS Tools and Functionality for ARC View certifications.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to work with the fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to potentially participate in development of policy, programs, plans, or procedures.
- Knowledge of and experience in computerized mapping, CAD, or related fields.
- Knowledge of engineering, surveying and architectural principles and practices.
- Knowledge of terminology, practices, and techniques used in geographic information systems.
- Skills in organization and task prioritization.
- Ability to perform close work, such as digitizing.
- Ability to plan and organize work and meet multiple deadlines.
- Ability to read and interpret aerial maps, legal descriptions, and courthouse records.

- Ability to work with limited supervision.
- Ability to analyze data, organize information, and develop appropriate recommendations.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. While performing the duties of this job, the employee will occasionally be required to stand, walk, climb, or balance, stoop, kneel, crouch, or crawl, taste or smell; will regularly be required to talk or hear; and frequently be required to sit, use hands to finger, handle, or feel, reach with hands and arms.

WORK ENVIRONMENT

Work is performed primarily in an outdoor environment. While performing the duties of this job, the employee will be exposed to fumes or airborne particles.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.