



TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

Job Title: GIS Specialist
Department: Engineering
Division: Technical Services
Supervised By: Technical Services Manager
FLSA Status: Non-Exempt
Revised as of: November 2018

JOB SUMMARY

To administer, maintain and continue development of the District's system mapping and Geographic Information System (GIS) programs and GraniteNet Inspection software program. To assist with the District's asset management program and provide basic support for other District information system applications; to prepare maps, plans, details, exhibits, and graphics using Esri ArcGIS Software, Computer-Aided Drafting and Design (CADD) software or other appropriate software.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Technical Services Manager; and technical and functional supervision from assigned professional staff.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Develop, administer, update and implement the District's Esri GIS software program, asset management database, system mapping and related engineering information system applications.
- Develop, administer, update and implement the District's GraniteNet Utility Inspection software program.
- Maintain and update the District's property rights database and other engineering document databases, including District record drawings and maps.
- Develop, maintain, administer and update District GIS asset databases, develop new data sets and GIS layers, using as-built plans or sketches of sewer, water, parks and recreation facilities, including field collection of required facility data.
- Maintain and support District GPS units and train staff in the use of; oversee data collection procedures; including quality assurance/quality control for collected data and transfer of data into GIS databases.
- Create and maintain new GIS web applications for District departments.
- Develop, maintain and support GIS integrations with other District enterprise software systems.
- Review the work of contracted consultants and other District staff for compliance with District standards and requirements and recommend alterations and improvements.

- Assist and train District staff on use of systems; document procedures and create user manuals as needed.
- Prepare a variety of plans, maps, exhibits, reports and graphics, for both internal District use and external contractor/customer use.
- Perform a variety of technical and clerical support activities in support of Department activities.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Assist with the preparation, update, maintenance and distribution of District construction standard details, specifications, ordinances, policies or other documents as required.
- Perform facility and asset location and mapping for a variety of District assets using GPS surveying equipment and software.
- Provide intermediate level user support for District systems and technology resources, including hardware and software.
- Attend meetings, conferences, workshops and training sessions to remain current on principles, practices and new developments in the areas of responsibility.
- Monitor changes in GIS technology and software applications, recommend improvements and upgrades and implement changes upon approval.
- Monitor other agencies' projects in areas where District's water distribution and sewer mains are located to ensure District facilities/properties are not damaged or customer service disrupted; act as liaison with public agencies and contractors as necessary.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Relevant software applications to include Esri ArcGIS, GraniteNet and AutoCAD software suites.
- Sewer, water, parks, and facilities mapping.
- GIS principles and practices as applied to utilities, parks, facilities and other public works.
- CADD principles and practices as applied to utilities, parks, facilities and other public works.
- Principles and practices associated with Global Positioning Systems (GPS) equipment used to survey asset locations.
- Methods, materials and procedures used in the construction and inspection of public works projects.
- Modern developments, current literature and sources of information regarding GIS, Utility Inspection software, CADD, information systems, technology and other related areas.
- Language, terminology and equipment used in survey and office engineering.
- Language, terminology and equipment used in computer networking.
- Relational database software, including SQL Server and SQL Express.
- Modern office practices, methods, and computer equipment.
- Principles and practices of customer service.
- Safe work practices.

2. Ability to:

- Read, comprehend and interpret plans, details, specifications, reports, easements, ordinances, policies, procedures and any other document within the expertise of the incumbent.
- Apply technical engineering principles and practices.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.
- Utilize Esri suite of software at an advanced level, including ArcGIS Desktop, ArcGIS Enterprise (Database and Server), ArcGIS Pro, and ArcGIS Online.
- Utilize other engineering software including CADD, CMMS and asset management.
- Analyze spatial data for exhibits or reports, with use of Geoprocessing tools.
- Apply property location methodology and property description practices effectively.
- Understand and apply District policies, procedures, standards, ordinances and practices to work assignments.
- Understand, interpret and apply Federal, State and local laws and codes and regulations pertaining to work assignments.
- Perform all job duties in an organized and efficient manner with the ability to adjust priorities and perform multiple tasks.
- Operate a personal computer in a workgroup server environment, including proper file management.
- Effectively utilize standard office software (spreadsheet, word processing, database, email, calendar and others).
- Perform mathematical and engineering calculations including basic algebra, geometry and trigonometry.
- Review or prepare any work product in a clear, accurate and concise fashion in conformance with accepted engineering practice and District standards.
- Monitor own work product for quality and accuracy.
- Interpret and apply safety rules and regulations to work assignments.
- Operate and use modern office equipment including computers and applicable software.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.
- Utilize appropriate safety procedures and practices for assigned duties.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university in engineering, surveying, GIS, computer science or a closely related field.

Experience: Three (3) years of progressively responsible experience performing GIS related work utilizing ESRI software products.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy.
- Certification as a GIS Professional (GISP) from the GIS Certification Institute or an ArcGIS Desktop Professional Certification from ESRI, or ability to obtain within 24 months of appointment.

3. Other Special Requirements:

- Computer proficiency with emphasis on ArcGIS, AutoCAD, and other engineering applications is required.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment with typical office noise and conditions with frequent field visits involving an outdoor field environment, with exposure to hot and cold temperatures, and inclement weather. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by: 

Date: November 29, 2018

Classified by: 

Date: November 29, 2018

Approved by: 

Date: November 29, 2018