



Title: GIS Technician II

FLSA Status: (Non-Exempt)

BRIEF DESCRIPTION:

The purpose of this position is to provide Geographic Information System (GIS) local user and technical support. This is accomplished by updating current geographic data, creating new data and maps, performing geographic analysis and working with department staff to improve data management and workflow. Other duties may include completing related tasks as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| (S) Sedentary | (L) Light | (M) Medium | (H) Heavy | (V) Very Heavy |
|---|---|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions |
|---|------|--|
| 1 | S | Develops and implements GIS projects in support of department mission. Serves as a technical liaison on various GIS projects as assigned, establishes priorities and ensures timely completion of projects. |
| 2 | M | Operates computer equipment utilizing Global Positioning Systems (GPS), CAD and GIS software to create, update, and maintain maps of parcels, streets, right-of-way, water, reclaimed water, sanitary sewer, storm sewer, zoning, land use, and various other layers, depending upon department assignment. Develops automation tools to improve quality control. Operates peripheral devices such as plotters, printers, digital cameras, and scanners. |
| 3 | L | Assists in the maintenance of the City's Geographical Information System (GIS). Coordinates the production of digital and paper map products; develops and maintains GIS databases and linkages; performs GIS analysis functions and modeling; reads and interprets source documents such as, engineering plans, plat maps, and legal descriptions; implements quality control for GIS procedures and products; develops customized GIS/CAD automation tools, makes recommendations for improvements and upgrades to GIS processes, maps, software, and website. |
| 4 | S | Provides specialized GIS customer service. Coordinates requests from internal and external customers over the phone and in person for maps and other materials; tracks activity per adopted procedures. |
| 5 | S | Reviews spatial data supplied by outside sources such as contractors, developers and other GIS data resources to ensure relevance and accuracy with respect to identified standards and/or requirements of spatial data as required. |
| 6 | L | Provides user training for City staff via supervisor direction. |
| 7 | S | Maintains and integrates departmental GIS data to the enterprise system, and develops criteria and business rules consistent with adopted procedures. |



JOB REQUIREMENTS:

| -Description of Minimum Job Requirements | |
|--|---|
| Experience | 2-4 years experience. Considerable previous experience required in the same or similar previous positions. The job requires a sound knowledge of common and uncommon techniques, concepts, methods, practices, use of forms, routines, etc., of complex nature. |
| Education | Two year college program or equivalent combinations resulting in accumulation of similar knowledge or skills. |
| Technical Skill | Advanced technical skills. Work requires advanced skills, specialized knowledge, and extensive expertise in approaches and systems. |
| Physical Demands | Work requires moderate physical exertion. Forces exerted are equivalent to lifting between 10 and 25 pounds. Job requirements for manual dexterity or physical manipulation are also moderate. The need for physical stamina and endurance is of some significance. The degree of physical strain produced on the job is moderately taxing, and is fatiguing. Work could involve a considerable amount of walking, standing, a confining or tiring work position, or constant periods of sitting in one position where the freedom does not exist to walk about. |
| Contacts | Contacts are necessary to perform the job as work involves internal and external contacts for the purpose of providing guidance, instruction or technical advice or for the purpose of explaining business matters by interpreting organizational policy. Improper handling would cause problems in relationships. Work involves occasional contact with people who are upset, uncooperative or have difficulty communicating their requirements and/or an occasional requirement to communicate information that people do not want to hear or may find upsetting. |
| Responsibility | The job requires the provision of guidance and training to others. The job does not have formal or official supervisory responsibilities. The job does not perform a personnel function, supervise the employees or handle non-work problems. |
| Accountability | Decision/action situations have a significant impact on the organization. Errors are difficult to detect and result in immediate impact on resources and continuing influence on operational effectiveness. Revenue, productivity, service, quality, security of assets or external relationships may be adversely affected. Corrections may be more costly than original action. |
| Environment | No adverse environmental conditions, pleasant surroundings. |
| Safety | Work involves few, if any, duties that if incorrectly performed could present a safety risk to others. |
| Reading | Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. |
| Math | Advanced - Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. |
| Writing | Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Certifications & Other Requirements | Valid Arizona Class "D" Drivers License upon hire. Limited Police Department Background Check, including polygraph. |



OVERALL PHYSICAL STRENGTH DEMANDS:

| -Physical strength for this position is indicated below with "L"- | | | | |
|---|--|---|---|--|
| Sedentary | Light | Medium | Heavy | Very Heavy |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| C Continuously <small>2/3 or more of the time.</small> | F Frequently <small>From 1/3 to 2/3 of the time.</small> | O Occasionally <small>Up to 1/3 of the time.</small> | R Rarely <small>Less than 1 hour per week.</small> | N Never <small>Never occurs.</small> |
|--|--|--|--|--|
|--|--|--|--|--|

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand- | -Frequency- | -Brief Description- |
|------------------------------------|-------------|---|
| Standing | O | Observing work site, observing work duties, communicating with co-workers |
| Sitting | F | Desk work, meetings, driving |
| Walking | O | To other departments/offices, around work site |
| Lifting | R | Supplies, files |
| Carrying | O | Supplies, files |
| Pushing/Pulling | R | File drawers, tables and chairs |
| Reaching | R | For supplies, for files |
| Handling | O | Paperwork |
| Fine Dexterity | F | Computer keyboard, telephone keypad, calculator |
| Kneeling | R | Filing in lower drawers, retrieving items from lower shelves/ground |
| Crouching | O | Filing in lower drawers, retrieving items from lower shelves/ground |
| Crawling | R | Under equipment |
| Bending | O | Filing in lower drawers, retrieving items from lower shelves/ground |
| Twisting | O | From computer to telephone |
| Climbing | R | Stairs, step stools |
| Balancing | R | On step stools |
| Vision | C | Reading, computer screen, driving |
| Hearing | O | Communicating via telephone/radio, to co-workers/public |
| Talking | O | Communicating via telephone/radio, to co-workers/public |
| Foot Controls | R | Driving |
| Other (specified if applicable) | | |



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Standard office equipment, Microsoft Office, format plotter, ESRI ArcGIS and related software. AutoCAD Map.

ENVIRONMENTAL FACTORS:

| C Continuously | F Frequently | O Occasionally | R Rarely | N Never | | D Daily | W Several Times per Week | M Several Times per Month | S Seasonally | N Never | |
|-----------------------------|-----------------|-------------------|-------------|------------|---|-------------------------|-----------------------------------|------------------------------------|-----------------|------------|---|
| -Health and Safety Factors- | | | | | | -Environmental Factors- | | | | | |
| Mechanical Hazards | | | | | R | Respiratory Hazards | | | | | N |
| Chemical Hazards | | | | | R | Extreme Temperatures | | | | | N |
| Electrical Hazards | | | | | R | Noise and Vibration | | | | | N |
| Fire Hazards | | | | | N | Wetness/Humidity | | | | | S |
| Explosives | | | | | N | Physical Hazards | | | | | M |
| Communicable Diseases | | | | | N | | | | | | |
| Physical Danger or Abuse | | | | | N | | | | | | |
| Other | | | | | | | | | | | |

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

| F Frequently From 1/3 to 2/3 of the time | O Occasionally Up to 1/3 of the time | R Rarely Less than 1 hour per week | N Never Never occurs |
|--|--|--|----------------------------|
| -Description of Non-Physical Demands- | | | -Frequency- |
| Time Pressure | | | O |
| Emergency Situation | | | R |
| Frequent Change of Tasks | | | O |
| Irregular Work Schedule/Overtime | | | R |
| Performing Multiple Tasks Simultaneously | | | F |
| Working Closely with Others as Part of a Team | | | F |
| Tedious or Exacting Work | | | F |
| Noisy/Distracting Environment | | | R |
| Other | | | |

PRIMARY WORK LOCATION:

| | | | |
|--------------------------------|---|----------|--|
| Office Environment | X | Vehicle | |
| Warehouse | | Outdoors | |
| Shop | | Other | |
| Recreation/Neighborhood Center | | | |