



Title: Lead GIS Technician

FLSA Status: (Non-Exempt)

BRIEF DESCRIPTION:

The purpose of this position is to provide advanced GIS expertise in the planning, development and initiation of multifaceted geospatial projects and to provide technical advice and act as a lead to GIS Technicians. This is accomplished through the use of geospatial tools to coordinate and develop business processes that meet predetermined business requirements and by providing technical guidance, assigning and monitoring work, and assisting staff with complicated and difficult assignments. 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	Provides technical advice to GIS Technicians, including handling the day-to-day scheduling of employee work coverage. Informs supervisors of project performance and provides general input on employee's performance. May provide input to the supervisor on hiring, formal written performance evaluation, reclassification, promotions, and merit increases.
2	S	Creates, develops, and maintains GIS databases, includes defining geospatial relationships to various enterprise business systems and database tables in support of department mission. Serves as advanced technical lead on various GIS projects within the assigned department, establishes priorities and ensures timely completion of projects.
3	L	Plans, develops, and implements advanced geospatial analysis projects. Interviews and conducts research with appropriate personnel and determines course of action; runs appropriate scenarios testing analytical theory regarding the requirements of the project; reviews projects, and implements appropriately and provides results to stakeholders.
4	S	Provides customer scripts to resolve a variety of technical issues related to GIS Applications.
5	S	Trains City staff on GIS related applications and tools including Desktop GIS, WebGIS, GPS collection.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements

Experience	4-6 years experience. Considerable previous experience required in the same or similar previous positions. The job requires an expert or journey level of knowledge of common and uncommon techniques, concepts, methods, practices, procedures, use of forms, routines, etc., of an extremely 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 light or low amount of physical exertion. The job requirements for manual dexterity or physical manipulation are limited. The need for physical stamina and endurance is of minimal or low significance. The degree of physical strain produced on the job is somewhat taxing, but does not usually produce fatigue and require periods of rest. Freedom of movement exists, and the job does not confine the employee to a prescribed body posture. Body movement usually involves sitting and intermittent walking.
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 some accountability for scheduling, assigning or coordinating work. Employees check the quality of work and provide guidance to others. Although the job does not require formal or official supervisory responsibility the incumbent serves as a lead or acts in a lead role. In addition, the employee may be expected to provide information or suggestions on others' performance.
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	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certifications & Other Requirements	Valid Arizona Class "D" Drivers License upon hire. Geographic Information System Professional (GISCI / GISP) certification required at time of hire. Limited Police Department Background Check, including Polygraph.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with “S”				
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 2/3 or more of the time.	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.
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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, operating equipment, driving
Walking	O	Around work site
Lifting	R	Supplies, equipment
Carrying	O	Supplies, equipment
Pushing/Pulling	R	Equipment/tools
Reaching	R	For supplies, equipment/tools
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator, tools/equipment
Kneeling	R	Filing in lower drawers, retrieving items from lower shelves/ground, in equipment, for maintenance
Crouching	O	Retrieving items from lower shelves/ground
Crawling	R	Under equipment, inside attics/pipes/ditches
Bending	O	Retrieving items from lower shelves/ground, making repairs
Twisting	O	Operating equipment
Climbing	R	Stairs, ladders, step stools, onto equipment
Balancing	R	On ladders, on equipment, step stools
Vision	C	Reading, computer screen, driving, observing work site
Hearing	O	Communicating via telephone/radio, to co-workers/public, listening to equipment
Talking	O	Communicating via telephone/radio, to co-workers/public
Foot Controls	R	Driving, operating heavy equipment
Other		



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		Treatment Plants	