



JOB ANNOUNCEMENT



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GIS TECHNICIAN I DEPARTMENT OF WATER RESOURCES

Posting Date:	January 6, 2017	Job Code:	446-4970
Closing Date:	Open Until Filled	Grade:	0020 – Non-Exempt
Pay Range:	Hourly: \$15.99 - \$24.79 Annual: \$33,259 - \$51,563	Work Status:	Full Time

This position is classified as safety-sensitive. Incumbent will be subject to random drug/alcohol testing.

JOB SUMMARY

Operates a personal computer and related peripherals to produce the following:

- Graphic Arts Designs
- Presentation Material
- AutoCAD and GIS generated Water and Sewer Maps
- Design Drawings
- Scanned drawings
- Database tables
- SQL Queries
- Web-based maps

MAJOR JOB RESPONSIBILITIES

- Operates a personal computer version of AutoCAD (Computer Assisted Drafting).
- Operates a personal computer version of ESRI's ArcGIS software.
- Operates a personal computer version of Adobe Photoshop software.
- Captures data (digitizing) from various sources of water system related information into CAD format.
- Operates a wide format scanner to convert paper plans to electronic versions.
- Manipulates captured data for integration into existing databases.
- Updates and maintains computer map databases.
- Maintains a computerized database listing of utility information and other relevant information for an inventory of map holdings.

- Assists GIS Technician II with developing visual aids, graphic arts designs, and various materials for public presentation by the Public Utilities Department personnel to the City Council, general public, and other City Departments. Materials include maps depicting various aspects of the Utility System.
- Performs minor maintenance of computers and related peripherals.
- Assists the public in the use of, and access to, computer maps.
- Assists in training other department employees in CAD operations.
- Uses GPS equipment to collect data for utility maps and design drawings.
- Possesses an understanding of web-based mapping applications.
- Ability to understand and write SQL queries.
- Ability to understand and write Visual Basic code.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

- Associates Degree in GIS, Computer Science, Graphic Arts, or other related field.
- Three (3) years experience in GIS, computer aided mapping and graphic design.
- Any equivalent combination of education and experience which provides the minimum level of qualifications stated above.

Licenses and Certifications:

- Valid Class C Driver's License and a satisfactory Motor Vehicle Record (MVR).
- GISP Certification preferred.

Knowledge, Skills, and Abilities:

- Knowledge of the use and operation of a personal computer and related peripheral equipment.
- Knowledge of WINDOWS operating systems and related file management procedures.
- Basic knowledge of drafting techniques, especially using AutoCAD.
- Knowledge of databases including Oracle, Microsoft Access and SQLite.
- Knowledge of reading and writing code including Visual Basic, SQL, ASP.NET, and HTML.
- Knowledge of the use and operation of GPS equipment.

- Knowledge of the use and operation of a wide format scanner.
- Ability to work independently.
- Ability to train and oversee student interns assigned to the Public Utilities Department.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to lift 50 pounds.
- **Position qualifies for a 5% certification incentive based upon attainment of a Geographical Information Systems Professional (GISP) certification.**
 - **Allows maximum of 5% above grade 19.**

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification.

❖ THIS IS A FULL TIME POSITION AND ELIGIBLE FOR BENEFITS ❖

Due to Georgia State Law, all applications are subject to public disclosure.

Only candidates to be interviewed will be contacted.

As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.



The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.
