



TITLE: Utility GIS Technician
PG: GO
DEPARTMENT: Public Utilities
REPORTS TO: Utility Operations Support Coordinator
REVISION DATE: JULY 2023

PURPOSE OF POSITION:

The purpose of this position is to perform technical work in the coordination, collection, and maintenance of Geographic Information System (GIS) and Global Positioning System (GPS) data for the Utility Department, does related work as required. Work is performed under general supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Performs field survey work in the collection of water, sanitary sewer, and natural gas attribute data.
2. Utilizes GPS equipment to collect utility location data and to field verify utilities infrastructure location data.
3. Assists in the on-going development, coordination, implementation, and maintenance of the GIS system to support effective and efficient Utility Department operations.
4. Operates and maintains GPS equipment for the purpose of identification and locating of utility infrastructure.
5. Produces a variety of documents, drawings, maps, reports, and other information utilizing the GIS system.
6. Coordinates the data collection, data entry, and data manipulation from various field documents, forms, notes, and reports.
7. Assists water, sewer, and natural gas system personnel that collect, produce, or utilize GIS data.
8. Coordinates the Geodetic Positioning System (GPS) satellite data collection systems for the purposes of providing the location of water, sewer, and natural gas utilities and related infrastructure.
9. Provides information to the public and other City offices relating to utility services and projects.
10. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Associate's degree in Geographic Information Systems Technology, Engineering Technology, or related field.
- Bachelor's degree preferred.
- One to three (1-3) years' recent and related GIS/GPS work experience, preferably in utilities; or an equivalent combination of education, experience, and training.
- Must have a valid driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Geographic Information System (GIS) and Geodetic Positioning System (GPS) as they relate to water, sewer, and natural gas utilities, working knowledge of ESRI software products including ArcGIS and ArcInfo.
- Knowledge of engineering and utility drawings, maps, plans, and records.
- Knowledge of utility methods, practices, procedures, and terminology.
- Ability to deal with citizens in a courteous and effective manner.
- Ability to understand and work from oral and written instructions and sketches.
- Ability to multitask and prioritize requests and projects.
- Ability to work under tight time frames to meet target dates.
- Ability to establish and maintain effective and professional working relationships with department heads and governmental officials.

- General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.
- Ability to work the allocated hours of the position, including after hours.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force frequently or constantly to move objects; work requires stooping, reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of spoken words; hearing is required to receive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORK ENVIRONMENT:

The employee is subject to inside and outside environmental conditions.

The City of Gallatin is a drug-free equal opportunity employer, with policies of non-discrimination on the basis of race, sex, religion, color, national or ethnic origin, age, disability, military service, or political affiliation.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.