



Job Description

Department: Public Works **Classification:** Non-exempt
Job Title: GIS Technician
Reports to: Director of Public Works
Date Prepared: 12/19/2023

GENERAL DESCRIPTION OF DUTIES:

Under general direction, provides oversight and maintenance of the City's GIS mapping and related databases. Works within prescribed standards and procedures, with some leeway for independent judgment.

ORGANIZATIONAL RELATIONSHIPS:

Provides support to the Public Works Director, Community Development Director, Parks and Recreation Director and fellow crew members of the department.

ESSENTIAL DUTIES:

The following duty statements are not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be a reflection of the principal job elements essential for making compensation decisions. The City reserves the right to modify or change duties or essential functions of this job at any time.

- Prepares routine drawings and maps; prepares as-build drawings
- Maintains GIS maps and databases
- Provides coordination of GIS related components with other agencies
- Performs data collection, data entry, maintenance and updating of GIS mapping
- Coordinates integration of GIS into other software programs
- Assists others in researching records

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to utilize ESRI and mapping software
- Understanding of computer database management, excel, and word processing software
- Working knowledge of common hazards and safety precautions necessary for public works operation
- Ability to drive a manual transmission vehicle (and must possess a valid Colorado driver's license and an acceptable motor vehicle record)
- Effective communication and teamwork skills to foster good working relationships with employees, other agencies, and the general public
- Listening and questioning skills to ensure understanding are important in performing the job competently

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from technical school and two (2) years of experience in drafting or GIS (Auto Cad preferred). Must have knowledge of surveying, mathematics, and land records; knowledge and understanding of GIS hardware and software operations; understanding of personal computers, plotters, printers and associated hardware and software. A bachelor's degree in civil engineering, engineering technology, or geography is preferred. Must possess a valid Colorado driver's license.

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside 75% and outside 25%

Cold/Heat: Adverse conditions possible

Wet/Dry: Adverse weather conditions possible

Noise/Vibrations: Construction noise possible

Hazards: Moderate exposure to traffic and construction areas

Fumes/Dust/Odors: Moderate exposure to dust, construction equipment, fumes, odors and natural gases

Infectious Diseases: Low exposure

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Climbing/Balancing: Minimal ability to sit and stand.

Walking: Moderate amount required

Stooping/Bending: Frequently

Stand/Sit: Sit about 50 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision/Color Vision: Adequate to perform essential functions

Hearing: Frequently perceives sounds to perform essential functions

Speech: Frequently expresses ideas to be understood

Hand/Foot Coordination: Frequently operates precision equipment requiring moderate ability

Manual Dexterity: Frequently operates vehicles and equipment requiring moderate ability

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically written material.

Ability to understand and apply mathematical concepts accurately.

Ability to listen to and apply information and instructions.

Ability to organize information for concise written and oral presentation.

Ability to work under stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Computer, tablet, digitizer, plotter, plans/maps, textbooks, telephone, copy machine, calculator and vehicle.

PAY/SALARY RANGE:

\$56,368 to \$78,936 Annually. Hiring range up to \$73,881 Annually.

GENERAL DESCRIPTION OF BENEFITS:

The City offers a full benefits package for this position including medical/dental/vision insurance plans, 401(a) and 457 retirement plan options with employer match, Personal Time Off accrual, life insurance, short-term and long-term disability benefits, and a swim benefit at the Salida Hot Springs Aquatic Center.