

Job Title: GIS Technician

Department: Dandridge Water Management Facility

FLSA Status: Non-exempt – Full-time

Class: Regular 4 – Grade 1-Starting at \$18.78

Summary: Performs and supports a variety of routine Geographic Information Systems (GIS) functions to include: analysis, processing, collecting, development, and testing of GIS software, hardware, and geospatial data management systems. Supports other technology or software or hardware related to the operations of the utility. Assists with intermediate clerical work involving regulatory compliance and project record keeping and performs other related work as required. Work is performed under the regular supervision of the Superintendent.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Collects, compiles, and validates geospatial data from various sources, such as satellite imagery, GPS devices and databases.
- Organizes and maintains geodatabases, ensuring data integrity and assists with integrating GIS with other utility software programs.
- Develops and implements data quality assurance and control procedures.
- Creates high quality maps, charts and visualizations using GIS software.
- Assists users in accessing and utilizing GIS data and tools effectively.
- Provides technical support and troubleshooting for GIS software or other software, applications or technologies.
- Stay updated with the latest GIS trends, tools and techniques to enhance GIS capabilities.
- Documents workflows, procedures and standards for future reference.
- Collaborate with other departments, engineering, or developers to support GIS requirements for specific projects.
- Respond to and prepare data requests in a professional, timely manner.
- Convert and integrate data from multiple sources (CAD, paper maps, documents, other databases) to create GIS maps.
- Provides confidential administration assistance to the Superintendent; transcribes, composes, and types a variety of correspondence and reports.
- Prepares, supports or maintains written regulatory programs.
- Supports or operates other technologies related to utility work.
- Performs related tasks as required.

Competencies:

- **Communications:** Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.
- **Dependability:** Responds to requests for service and assistance. Follows instructions, responds to management direction. Takes responsibility for own actions. Commits to doing the best job possible. Keeps commitments. Meets attendance and punctuality guidelines.
- **Judgment:** Displays willingness to make decisions. Exhibits sound and accurate judgment. Explains reasoning. Includes appropriate people in decision making process. Makes timely decisions.
- **Problem Solving:** Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.
- **Initiative:** Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculated risks. Looks for and takes advantage of opportunities. Asks

for help when needed.

- **Job Knowledge:** Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.
- **Quality:** Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.
- **Customer Service:** Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.

Required Education and/or Experience:

High school education or G.E.D.; three to six months related experience or training; or equivalent combination of education and experience.

Preferred Education and/or Experience:

Associates degree in Geography, GIS, Cartography or related field (relevant certification a plus). Six to twelve months related experience or training; or equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

General knowledge of standard office procedures, practices and equipment; ability to understand and follow oral and written directions; ability to establish and follow detailed work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy utilizing computer systems; skill in using a variety of office machines and typing ability; ability to prepare clear and concise written reports; ability to get along well with others.

Certificates, Licenses, Registrations:

Must possess a Tennessee driver's license and have satisfactory driving record.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. Must be willing to work outside under varying climatic conditions at times. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Environment:

The noise level in the work environment is usually quiet to moderate. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.