



CITY OF TUMWATER
invites applications for the position of:

GIS Technician

SALARY: \$4,264.00 - \$5,193.00 Monthly

OPENING DATE: 08/12/19

CLOSING DATE: Continuous

GENERAL STATEMENT OF DUTIES/SUPERVISION:

This position is open until it is filled. First review of applications will start September 9th.

The City of Tumwater has an exciting new opportunity that will expand your GIS skills in our dynamic and growing city. The GIS Technician will perform a wide variety of tasks including creating beautiful maps, spending time in the great outdoors collecting City asset data, and interpreting engineering drawings to enhance the City GIS database. If you are a fast learner, want to make a difference in your community, and have an interest in Public Works, this is the position for you!

Performs Geographic Information Systems (GIS) Technician tasks in the field or office to support City projects and programs.

Supervision: Receives general direction and spot check supervision by GIS Program Coordinator.

Distinguishing Characteristics: Duties are performed under the direct supervision of the GIS Program Coordinator. Supervision is not generally a requirement of the classification.

ESSENTIAL JOB DUTIES:

Desktop GIS Mapping: Updates GIS database based on heads-up digitization of aerial photography, conversion of As-built information from AutoCAD format to GIS, and converting spreadsheet information, paper files, or information from other databases. Prepares maps and exhibits for engineering and other departments. Updates City maps as needed.

GPS Data Collection: Performs data collection of a variety of public works and utility assets such as street signs, sidewalk curb ramps, sewer manholes, and water valves; utilizing a mapping grade GPS unit. Post processes data points and converts raw data into GIS data layers.

Responds to public inquiries concerning GIS, mapping, location data or related questions, directing such inquiries to a superior if of a sensitive or complex nature.

Maintains knowledge of current GIS methods, applications, and database technologies through professional literature, product research, user groups, conferences and continuing education.

Where necessary, the performance of any individual activity or combination of activities performed at a lower classification level within the GIS section may be required.

Performs other job-related duties as assigned.

SELECTION CRITERIA:

Knowledge, Skills, and Abilities:

- Ability to perform essential duties using ESRI desktop mapping software including ArcMap and ArcGIS Pro.
- Terminology, methods, practices, and techniques of GIS data creation, collection, analysis and management.
- Mapping grade GPS equipment and software.
- Autodesk software knowledge is desired.
- Deliver excellent service to internal and external customers.
- Ability to understand and translate AutoCAD drawings, aerial photographs, and other source information into GIS format.
- Establish and maintain effective working relationships with co-workers and the public.
- Ability to follow oral and written instructions.

Minimum Qualifications: Minimum requirements include a 2-year degree in Geography or related field. A bachelor's degree is desirable. Relevant work experience in GIS may be substituted for a degree. Experience in local government and or public works engineering environment is desired.

Special Requirements: Possession of a valid Washington State Drivers License may be required.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.ci.tumwater.wa.us>

Position #2019-00023

GIS TECHNICIAN

JM

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humanresources@ci.tumwater.wa.us

GIS Technician Supplemental Questionnaire

* 1. Which best describes your level of education?

- GED Certificate
- High School Graduate
- Some College
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctorate Degree

* 2. Are you substituting 1 year of full-time education for 1 year of experience?

- Yes
- No

* 3. What does Customer Service mean to you? Please give specific examples of where you performed customer service.

- * 4. Please describe your experience (both educational and practical) in creating digital maps and building and maintaining geospatial data using GIS software. Please provide detail.

- * 5. Please describe your experience (both educational and practical) in collecting location data with a GPS unit. In your description, please indicate the type of feature was collected and which specific GPS unit was used.

- * 6. Please describe your experience using municipal data sets including roadway/transportation and utility data.

- * 7. Please list the GIS software that you have used.

- * Required Question