



# LAKEHAVEN WATER AND SEWER DISTRICT Job Description

<b>POSITION TITLE</b> GIS TECHNICIAN I - IT (LEVEL 10)	
<b>DEPARTMENT:</b> INFORMATION TECHNOLOGY	<b>SUPERVISOR:</b> GIS SUPERVISOR
<b>FLSA STATUS:</b> NON-EXEMPT	<b>INCUMBENTS(S):</b>
<b>SII CODE:</b> 5306	<b>REVISION DATE:</b> 2022-03-22
<b>REPRESENTED BY:</b> AFSCME	<b>REVIEW DATE:</b>

## **JOB SUMMARY:**

This is an entry-level position demonstrating effective communications skills and technical expertise in GIS, CAD, engineering related work, and performance of technical tasks and projects for the District. Responsible for acquiring, creating, maintaining, and analyzing geospatial and tabular geographic information system (GIS) data and metadata. Manages the District's record drawings, maps, exhibits, and tasks or projects as assigned. Prepares, reviews and archives project documents including correspondence, worksheets, plans, maps and exhibits. May serve as a technical resource for and coordinate with District departments and sections, external agencies, consultants, engineers and others on plan preparation, facility record and data management, GIS, and computer-aided-drafting (CAD); and keeps current with regulations, standards, related technologies and accepted best practices pertaining to the District's GIS and CAD.

Work is generally performed under general supervision.

## **ESSENTIAL JOB FUNCTIONS:**

- Maintains regular, predictable attendance.
- Physical ability to conform with all safety requirements.
- Performs technical GIS tasks, including data editing; review and incorporation of external data and imagery; GIS-based analysis; and support of GIS-based programs.
- Assists the GIS Supervisor with CAD System, GIS and engineering projects with other District staff, consultants, developers and their engineers, surveyors, architects and contractors as well as representatives of other agencies, as appropriate.
- Assists staff by clearly articulating orally and in writing, the standards, policies and procedures for use of the District's GIS, CAD software, and related programs.
- Under the direction of GIS Supervisor, researches, compiles and prepares and/or reviews electronic and printed communications, maps, graphics, agreements, easements and/or other documents in response to customer inquiries, and/or in support of other District staff, consultants or external agencies.
- Resolves and provides assistance and training on matters relating to preparation, and management of plans, exhibits, and similar record or reference documents, and utilization of GIS and CAD capabilities.

- Assists technical lead(s) for GIS related requests and queries.
- Assists other engineering technicians with technical duties.
- Responsible for preparing exhibits as requested.

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- Designs improvements and prepares plans for projects as directed.
- Coordinates with other staff for export of geospatial and cartographic GIS information, and import and incorporation of Geographic Positioning System (GPS)-acquired coordinate information into GIS.
- Responsible for document management, including filing, scanning of print and reformatting electronic media such as technical and project records, permits, reports and related documents, and identifying, sorting and preparing documents for archiving.
- Processes project plans and related documents to ensure conformance with the District's standards, policies and procedures, and applicable rules and regulations of jurisdictional agencies.
- Assists with checking and mapping parcels, rights-of-way, easements and legal descriptions in connection with District facilities, improvement districts, service area and corporate boundaries, watersheds, and other areas and improvements as necessary.
- Provides GIS and CAD training for District staff.
- Participates in local and regional user group meetings to provide District perspective and acquire information on GIS initiatives, capabilities, and projects.
- May function as the intergovernmental liaison and District representative for project review, development/implementation, and public meetings.
- Performs or delegates other duties as assigned

#### **EDUCATION AND EXPERIENCE:**

- Four (4) year degree in GIS is desirable, or Two (2) year degree - AA in Civil Engineering Technology or GIS, AND two (2) years of increasingly responsible experience; OR an equivalent combination of education and experience.

#### **KNOWLEDGE SKILLS AND ABILITIES:**

- Thorough knowledge of the principals of GIS, its uses and applications.
- Working knowledge of AutoDesk Infrastructure Design Suite (Civil 3D, Map, etc.) and associated software, and their use for District projects, maps, exhibits, and GIS.
- Working knowledge of Esri software and its use in the management, maintenance and development of the District's GIS and related programs.
- Working knowledge of computer systems, MS Office and related technologies.
- Working knowledge of accepted professional civil engineering, drafting and cartographic practices, contract administration, inspection practices, basic surveying principles and practices and permitting processes relating to water and sewer facilities design and construction.
- General understanding of design, construction and maintenance of water/sanitary sewer underground utilities, as well as water well or water filtration facilities and wastewater treatment facilities.
- Demonstrated knowledge interpreting legal descriptions and converting to COGO.

#### **GENERAL REQUIREMENTS:**

- Ability to communicate courteously, effectively, tactfully, and maintain confidentiality.
- Demonstrate good written and oral communications skills.
- Ability to carry out oral and written instructions.

- Ability to organize and prioritize workload.
- May perform task/job duties of other work unit positions in order to balance workload and/or cross train personnel.
- Proficiency with common office practices, equipment and software.
- Follow all safety requirements set forth by District policy, State and Federal codes.
- Follow all District Policies and Procedures.
- Other duties as assigned.

**SPECIAL REQUIREMENTS:**

- Must have valid WA State Driver's license.

**WORK ENVIRONMENT:**

- Work is generally performed in an office environment.
- May require shift, weekend and holiday work as required by emergency or work assignment.
- Anticipated to respond in emergency situations.

**MACHINERY, TOOLS, EQUIPMENT, PERSONAL PROTECTIVE EQUIPMENT:**

**PHYSICAL DEMANDS:**

**N:** Never (not at all)

**O:** Occasional (1-33% of the time)

**F:** Frequent (34%-66% of the time)

**C:** Constant (67%-100% of the time)

STRENGTH:  Sedentary  Light  Medium  Heavy  Very Heavy

	Frequency	Comments	
Sitting	C		
Standing	O		
Walking	O		
Driving	O		
Lifting: 25 lbs.	O		
Carrying: 25 lbs.	O		
Push/Pull: 25 lbs.	O		
Climbing Stairs/Ladders	O		
Working at Heights/Balancing	O		
Bending at Waist	O		
Twisting at Waist	O		
Crouching/Kneeling	O		
Crawling	O		
Reaching	O		
Repetitive Motion	F		
Handling/Grasping	O	Pinch Grasp %	Whole Hand Grasp %
<i>Comments for line above:</i>			
Fine Finger Manipulation	C		
Talking	F		
Hearing	C	Indoors %	Outdoors %
Seeing	C		
Temperature Extreme	N		
<i>Comments for line above:</i>			
Vibration	O		
Other			

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals

may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.