

GIS SPECIALIST

Position Code: 2329

WC Code: 9410

FLSA Status: Non-Exempt

Pay Grade: 354

Location: Engineering Services

Approval Date: 2018

General Statement of Duties

Performs advanced technical GIS work for the Town of Mooresville and specifically the Public Services Division. Success in this position ensures the efficiency of division operations.

Distinguishing Features of the Class

An employee in this class performs a variety of specialized GIS mapping and support work to maintain GIS database information for multiple departments and providing other staff support. This position is specifically responsible for preparing and maintaining data as it relates to all Town owned infrastructure. Work includes extensive public contact and working both in an office environment and in outside environmental conditions. Work is performed under regular supervision of the Engineering Services Director but includes extensive coordination with the GIS Administrator.

Duties and Responsibilities

The work consists of varied advanced technical duties. The need to complete multiple tasks at the same time contributes to the complexity of the work. Work will be directed by Engineering Services Director in terms of daily tasks including spot-checks of completed work for compliance with procedures, accuracy and the nature and propriety of the final results.

Performs advanced GIS mapping and engineering support duties; edits, maintains and researches facilities and reference data; assists supervisor with design and studies; captures and locates facilities with GPS unit; reviews as-built accuracy; maintains system files and tile books.

Produces reports and maps related to Town owned infrastructure.

Creates work orders; communicates with field crews, contractors, supervisors, and engineers

Determines and applies analytical procedures for spatial and non-spatial data.

Assists other departments with database creation and design.

Maintains tabular databases for approved and completed plans.

Assists field crews by producing infrastructure map books.

Researches property and ownership records.

Reduces, enlarges and transfers drawings and maps.

Performs other duties as requested by supervisor.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of GIS database systems and ability to update and create maps using GIS software.

General knowledge of the of geographic information system principles and practices.

General knowledge of governmental laws, programs, and services.

General understanding of Drones and extracting data from them to input into GIS would be a plus.

General knowledge of AutoCad and related products a plus.

Advanced knowledge of computers, GIS software/hardware including the latest version of ESRI mapping software, ArcMap and applications and office machines.

Skill in using GPS equipment.

Skill in preparing documents and maps with accuracy and ability to proof documents for thoroughness and accuracy.

Skill in planning, organizing, and prioritizing work.

Skill in performing mathematical computations.

Ability to interpret local ordinances, rules, and regulations.

Ability to read and interpret engineering drawings, tax maps and other site-related information.

Ability to work effectively with contractors, developers, Town employees and the general public.

Ability to communicate effectively in oral and written forms.

Ability to document and complete required records and reports.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, kneeling, reaching, standing, walking, lifting, fingering, grasping, talking, and hearing.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and or up to 10 pounds of forces constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, operate a motor vehicle, perform field site inspections, and use measurement devices.

Minimum Education and Experience

Bachelor's degree from an accredited college or university in planning, geography, or related field and one to three years of experience with GIS software; or an equivalent combination of education and experience.