

Public Works Commission
Of the City of Fayetteville, North Carolina 28302

Position Classification Plan
Job Description

TITLE: GIS TECHNICIAN **GRADE: 406**

TITLE ABBREVIATION: GIS TECHNICIAN **EEO CODE: 3** **CODE: CO110**

FLSA CODE: HR **REVIEWED DIR HUMAN RESOURCES:** **DATE:**

DIVISION: VARIOUS **DEPARTMENT: VARIOUS**

SUPVR'S TITLE: VARIOUS **APPRVD CEO/GM:** **DATE:**

SUMMARY OF RESPONSIBILITIES: This class is responsible for writing and coding programs for the Geographic Information System (GIS) and providing end-user GIS system support within a designated division of the Public Works Commission in accordance with enterprise standards, techniques and methodologies established by the GIS coordinator. Responsibilities include, but are not limited to, documenting programs; working with divisions in gathering, prioritizing, and entering data into the GIS; writing procedures/processes to establish, operate, and control the GIS, establishing/installing the network GIS; setting-up, operating, IS equipment, as applicable to the GIS and Spatial Database Engines (SDE); collaboration is required with the GIS Coordinator on various projects and initiatives. Operating under general departmental supervision, work is performed in accordance with established policies and procedures. Performs related work as required.

ESSENTIAL FUNCTIONS:

1. Adheres to safety rules; no lost time accidents occur;
2. Provides input into departmental/divisional objectives/long range plans; provides input into annual work plan/programs, as appropriate;
3. Creates/maintains an environment conducive to good employee/management relations; recognizes the rights/position of employees; assumes responsibility for addressing problems affecting employee/management relations, with immediate supervisor;
4. Assumes responsibility for personal productivity and quality of work; recognizes/communicates problems and suggests solutions to supervisor;
5. Compiles data; prepares/submits accurate/timely reports, as assigned; maintains records;
6. Maintains 98%, or greater, attendance percentage average for four (4) quarters of performance review period;
7. Assumes responsibility for managing personal time/schedules/deadlines; advises supervisor of any conflict which may inhibit departmental obligations;
8. Responds to customer's (internal and/or external) concerns and complaints in a professional/timely manner; refers concerns/complaints to supervisor, when appropriate; maintains composure at all times;
9. Interacts with other departments, divisions, and/or other utility agencies; assures information that affects other employees, departments, and/or divisions is communicated to the proper recipients, appropriately;
10. Coordinates time off/time away from workstation, when possible, with immediate supervisor and co-worker, to minimize disruptions to the department.

GIS TECHNICIAN: continued

EQUIPMENT OPERATED: Computer, calculator, communication equipment, and other equipment, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of safety rules/regulations/procedures, as appropriate; thorough knowledge of operating characteristics, capabilities, limitations, service requirements of current hardware/software/equipment in use at PWC; thorough knowledge of Windows NT, MSDOS, networking, and related operational utilities; thorough knowledge of systems design/programming techniques/languages, including Visual Basic; thorough knowledge of GIS systems, analyzing and diagnosing problems associated with the GIS, and SDE; skill in operating the GIS, SDE, and applicable software; ability to assemble data from a variety of sources; ability to develop systems and write/code/document computer programs; ability to communicate effectively orally and in writing; ability to develop and maintain effective working relationships with vendors, contractors, the general public, and all levels of employees.

MINIMUM QUALIFICATIONS: (either)

- (A) Graduation from an accredited four (4) year university/college with a Bachelor's degree in Computer Science or related field **and a minimum** of one (1) year of experience in designing and/or modifying GIS systems; **OR**
- (B) Graduation from an accredited two (2) year community/technical college with a degree/certification in Computer Science, or related field **and a minimum** of five (5) years of experience as defined in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **and a minimum** of nine (9) years of experience as defined in (A) and (B) above; **OR**
- (D) An equivalent combination of education, training, and experience as defined in (A), (B), and (C) above.

SPECIAL REQUIREMENTS: Must possess/maintain a valid North Carolina Driver's License.

PHYSICAL REQUIREMENTS: Must be able to perform the essential functions of the position.

SAFETY HAZARDS: Minimal.

PROTECTIVE EQUIPMENT: As required in the Public Works Commission's Safety Manual.

EMPLOYER'S RIGHTS: This job description is general and illustrative of the kind of duties required of this position. It is not exhaustive and does not contain a detailed description of all the duties that may be assigned to the incumbent occupying this position.