

CITY OF HELENA



Position Title: GIS Technician

Department: Public Works/ &Transportation Services

FLSA: Non-Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose: This position will develop and maintain Geographic Information data layers related to Public Works and Transportation infrastructure operated by the City of Helena. The position will maintain data quality, data integrity and data consistency, support other staff who operate and maintain infrastructure databases and assist with data collection for capital planning, operation and maintenance, regulatory obligations and related needs. Position may provide comparable support to other Divisions within the Department as needs arise. The nature of the work performed requires that the position establish and maintain effective working relationships with Division Superintendents, Supervisors, other City employees, elected officials, vendors, other government agencies, and the general public.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

GIS Maintenance

This position is responsible for the maintenance of a number of feature classes, including data improvement through historical research and field survey, new data acquisition upon the commissioning of new infrastructure, and ongoing development of attributes and geometry to meet business needs. Working with the GIS Coordinator, the incumbent will identify needs and work to actualize them for the departments. The position will also be responsible for helping others access and understand the information in the GIS.

Work Order Management System Administration

The position is responsible for administrative tasks within the City's work order and service request management systems. These responsibilities include maintaining an equipment inventory, helping departments understand and maintain their materials lists, and keeping the employee rolls up to date. Significant user support may be necessary as new departments and divisions begin using the system and the position will help with that, including coaching employees on system use and some QA-QC of their information. Monitoring the overall flow of work orders will also be necessary.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- GIS software, databases and related applications, and of GPS hardware and software
- Cartography and editing in ArcGIS
- Mobile devices such as smart phones, tablets, and ruggedized data collection equipment
- SQL Server Management Studio
- ESRI ArcGIS products including ArcGIS Desktop and or ArcGIS Pro, ArcGIS Online
- SQL Queries.

Skill or ability to:

- Understand big picture problems while focusing on subsets of the problem
- Analyze, interpret, and develop solutions in a timely manner
- Visualize abstract concepts and effectively communicate them to others
- Utilize critical thinking and logic in dealing with systems problems
- Exercise sound, independent judgment and work with minimal supervision
- Maintain confidentiality of sensitive information and data
- Establish and maintain effective working relationships with assigned supervisors , other City employees, elected officials, vendors, and the general public
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language
- Create queries, expressions, and formulas to write effective technical reports, flowcharts, topological data and other related data
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks
- Follow proper safety procedures and take proper care of City-owned equipment and tools
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Ingenuity and inventiveness in the performance of assigned tasks.
- Consistently performs assignments in accordance with the City’s Core Values of Integrity, Leadership, Service and Teamwork.

Physical Demands:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, and lift 50 lbs., distinguish color, and wear protective apparel; exposure to cold, heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, electrical hazards, and traffic hazards; and ability to travel to different sites and locations. Work performed in general office setting with occasional field work. Ability to respond to occasional after hours work or emergency situations is required.

Minimum Qualifications (Education, Experience and Training):

This position requires an Associate’s Degree in a related field OR 2 years of directly related work experience. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver’s license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver’s license within six months of hire.

Supervision Received: Supervised by the GIS Coordinator; receives input from the Utility Maintenance Superintendent and the Transportation Director.

<p>The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.</p>
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