



ENGINEERING DEPARTMENT

A. JOB TITLE – GIS COORDINATOR

B. DEFINITION

Manages the overall city-wide Geographical Information System (GIS) technology for all departments use. Maintains all aspects of ESRI ArcGIS software including installs, upgrades, and applications. Creates and maintains all base mapping layers including, but not limited to: aerial photography, parcels, building outlines, road edges, hydrology, street centerlines, addresses, business locations, city owned property, various boundaries, etc. Coordinates with various City Departments to supply reliable GIS data and specifically, interacts with IT Department to manage data servers and administrates databases on those dedicated servers. Reports to and accepts assignments from Assistant Director of Engineering, which ultimately answers to City Engineer/Director.

C. TASKS

- Maintains all mapping, cartography and computer-assisted drafting/geographic information systems as they related to the maintenance of digital files and computer applications. Collaborate with City Departments to improve mapping capabilities.
- Assist in interfacing primary GIS software with other third-party software systems:
 - EnerGov – Permitting
 - GraniteNET – Sewer Video Inspection
 - Cartegraph – Asset Management for Street Signs
 - Futura – Asset Management for Electric Utility
- Develop ArcGIS Online web maps and applications for viewing and editing on mobile devices.
- Prepares exhibits and assists those responsible for presentations to Public and to Council. Participates in gathering and/or compiling data for special research. Performs other related, similar or logical duties as assigned or required.
- Provide technical support for all City employees utilizing GIS.
- Troubleshoot any issues that arise with software and work with ESRI tech support staff to solve.
- Maintains ESRI Enterprise License Agreement
- Required to occasionally work outside of normal business hours to conduct routine maintenance on system.
- Ability to work independently with minimal supervision.

D. JOB LOCATION

This position works primarily at the engineering office located in City Hall. Noise level is moderate, primarily from office equipment.

E. PHYSICAL REQUIREMENTS

- Typically sit at a desk or table; occasionally walk, stand or stoop; occasionally lift, carry, push, pull or otherwise move objects weighing up to 30 pounds. Use tools or equipment requirement a high degree of dexterity.
- Work for sustained periods of time maintaining concentrated attention to detail. Needs to distinguish between shades of color. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

F. ENVIRONMENTAL / WORKING CONDITIONS

The Engineering offices are a smoke-free, air-conditioned environment.

G. ESSENTIAL FUNCTIONS OF THE JOB

- Basic knowledge of the principles and practices of cartography, geographic analyses and engineering, drafting and design.
- Skill in planning and coordinating work activities and establishing and maintaining effective working relationships with City officials, City staff, other jurisdictions and the general public.
- Skill in interpreting and utilizing current geographic information pertaining to work assignments.
- Skill in operating computer terminals and utilizing related software packages.
- Ability to meet attendance schedule with dependability and consistency.

H. ADDITIONAL EXAMPLES OF WORK PERFORMED

- Performs research to acquire and evaluate GIS data.
- Other duties as assigned or required.

I. REQUIRED KNOWLEDGE AND ABILITIES

- Ability to maintain cooperative relationships with those contacted in course of work activities.
- Skill in advanced math, utilizing geographic information systems, computer aided design and drafting systems and computer programming.
- Knowledge of drafting techniques and engineering principles related to design.
- Ability to read and interpret surveys, legal descriptions, cartography, engineering documentation and aerial and orthophotography.
- Ability to ready and interpret records and documents related to a project and its applicability to GIS.
- Ability to communicate effectively verbally and in writing.

J. QUALIFICATIONS

- Bachelor's Science in Engineering, Surveying, Technology, Computer Science, Planning or equivalent related field including course work in geographic information systems (GIS), and computer aided design (CAD).
- ESRI Training required. Proficient with ESRI ArcGIS Server, ArcGIS Desktop, ArcGIS Online, Collector & Explorer App, Microsoft SQL Server, and Microsoft Office preferred.
- Knowledge in versioned editing, web map services, and feature service editing
- Must possess a valid State of Indiana driver's license.