

INTERNAL JOB ANNOUNCEMENT

April 16, 2024

Position: GIS Technician

Salary Grade: 8

Department: Administrative Services

Closing Date: April 24, 2024 @ 5:00 p.m.

GIS Technician

General Definition of Work

Performs intermediate technical work assisting the GIS Manager with the maintenance of an Enterprise GIS database that supports the day-to-day mission of all departments within the City of Alcoa, City of Maryville, and Blount County. Work is performed under the limited supervision of the GIS Manager.

This work requires the occasional exertion of up to 25 pounds of force; work frequently sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), exposure to outdoor weather conditions, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather); work is generally in a quiet location (e.g. library, private offices).

Essential Functions

- Receives and responds to internal and external requests for GIS information and creates and maintains GIS databases and application programs to meet client needs.
- Participates in GIS analysis and map production needs including evaluating data sources and development procedures and preparing custom maps, tables and other deliverables.
- Participates on regional and departmental teams involved in researching, planning, developing, maintaining and refining GIS data layers, procedures and applications.
- Meets with departmental representatives to define GIS needs and recommends courses of action to meet those needs.
- Supports other GIS users, collaborates with co-workers, and assists with formal GIS training.
- Collects data in the field using Trimble GPS hardware and Trimble TerraSync software, ArcGIS Field Maps, or Survey 123 mobile applications.
- Coordinates with local government partners to ensure that timing and methods used to develop and update shared data are appropriate.

- Maintains metadata describing data sources, accuracy, reliability, completeness, feature types, and other related information.
- Researches various records, including deeds, plat maps, as-built drawings, construction plans, survey notes and permits, in order to maintain current and accurate digital maps and databases.
- Documents GIS data development and maintenance procedures.
- Conducts periodic and ad hoc quality assurance reviews of GIS layers and databases.
- Use and maintain GIS plotters and printers.
- Enters data into database using a variety of techniques including manual digitizing, scanning, and conversion of other data sources.

Knowledge, Skills and Abilities

- Knowledge of GIS concepts, procedures, and applications; Cartographic map design, accuracy of presentation with required map components & elements, CAD software such as AutoCAD or MicroStation.
- Skilled in the use of GPS equipment such as Trimble Geo7x, Trimble R1/R2, and RTK GPS receivers; Large format printers such as Canon; Unmanned aerial vehicles such as drones; scripting languages such as Python; knowledge of HTML/CSS; and SQL Server.
- Ability to carry out oral and written instructions; Read, understand, and comprehend written materials such as ordinances & technical manual; Quickly learn/use new skills and knowledge; Prepare accurate and reliable technical reports and manuals; Solve problems with complex variables.

Education and Experience

Associates degree with coursework in geography, geographic information systems (GIS), surveying, computer science, planning, or related field; and moderate experience working with geographic information systems (GIS); or equivalent combination of education and experience.

Must possess a valid driver's license to operate a motor vehicle in the State of Tennessee.

Special Requirements

Valid driver's license in the State of Tennessee.

To be considered for the position, an Internal Application for Promotion or Transfer must be completed and received in Human Resources by the closing date. Applications for employees who have been in his / her position for less than 1 year must have Managing Director signature.