

GIS SPECIALIST
RANGE 30 (Hourly)

JOB SUMMARY: Under general supervision, the GIS Specialist performs a variety of tasks associated with field and office technical assistance to the Engineering department. This is a full-time position working at least 40 hours per week, Monday through Friday, 8:00am to 5:00pm, at City Hall. This position reports to the City Engineer for the City of Jenks.

** This is a safety sensitive position and as such, use of medical marijuana is not permitted.

MAJOR RESPONSIBILITIES/ACTIVITIES:

- Assist the City Engineer in work groups and/or service areas of the Engineering Department including GIS data collection and mapping, field inspections and related operations, functions, and program areas.
- Performs topographic and boundary surveys.
- Make field inspections of construction sites.
- Prepares legal descriptions of properties and reviews legal descriptions prepared by others.
- Prepares engineering drawings for city infrastructure projects.
- Prepares record drawings and updates atlas sheets of infrastructure projects.
- Participate in the development and implementation of goals and objectives.
- Responds to requests from other departments and the general public for engineering drawings, maps, and infrastructure data.
- Assists engineers with designs; takes measurements, prepares layouts, calculates linear, area, and volume quantities, prepares legal descriptions, and assists with surveys.
- Scans paper drawings to prepare electronic archives; researches archives for information on existing facilities.
- Coordinate and review the work plan of the GIS desk; monitor work flow; review and evaluate work products, methods, and procedures; meet with the City Engineer to identify and resolve problems.
- Participate in the maintenance of records and related documentation; prepare performance and other reports detailing GIS workload and activities.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of GIS in engineering.

ADDITIONAL RESPONSIBILITIES/ACTIVITIES/KNOWLEDGE:

- Knowledge of equipment, principles, practices, procedures, and applications of Geographic Information Systems (GIS) and Computer Aided Drafting and Design (AutoCAD)
- Knowledge of operational characteristics, services, and activities of a GIS development program.
- Knowledge of pertinent city, state, federal, and local laws, codes, and regulations and policies.
- Knowledge of principles and practices of project management, administration, and coordination.
- Knowledge of local, regional, and state infrastructure development regulations and standards.
- Knowledge of report preparation.
- Knowledge of office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Knowledge of customer service principles and techniques.
- Knowledge of civil engineering principles and procedures.
- Ability to work independently with minimal supervision.

- Ability to utilize computer-aided drafting (AutoCAD), mapping, geographic information system (GIS), and survey methods, design, and layout work applied to municipal and/or utility engineering.
- Ability to prepare specifications and write technical reports.
- Ability to check office and field engineering, drafting and mapping calculations.
- Ability to receive assignments in general terms and to plan, layout, and direct work on a variety of problems.
- Ability to utilize computers in the performance of complex calculations.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to interpret and apply federal, state, and local policies, laws, and regulations.
- Ability to read and interpret engineering and construction plans and specifications and interpret them to others.
- Ability to prioritize multiple, complex projects and programs within specific timeframes.
- Ability to compile data, maintain records and files, and participate in the preparation of clear and concise reports.
- Ability to provide a high level of customer service to internal and external customers.
- Ability to operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Ability to demonstrate an awareness and appreciation of the community.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Perform related duties as required.

MINIMUM AND PREFERRED REQUIREMENTS:

- Bachelor's degree from an accredited college or university with major course work in Geography or a closely related field, preferred.
- GIS experience - Three (3) to five (5) years or more of responsible GIS experience.
- Proficiency in AutoCAD and ArcGIS.
- Possession of an appropriate, valid State of Oklahoma driver's license.

WORKING ENVIRONMENT:

The duties of the GIS Specialist will be generally performed in a standard office setting with some travel from site to site. Some exposure to noise, dust, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Attending meetings outside of regular work hours may be required.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment. Continuous sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards. Occasional squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.