



GIS Technician II

Planning and Physical Development

PPD/8
Pay Grade: 14

JOB SUMMARY

This position performs technical duties in completion of field investigations and in the maintenance and utilization of the department's geographic information system (GIS).

MAJOR DUTIES

- Performs regulatory inspections in the field for utility connections, floodplain management, junkyard screening, platting/subdivision requirements, etc.
- Collects field data in the development, implementation, and maintenance of the GIS and 911 addressing system.
- Acquires and maintains inspection and evidentiary documents, photographs, mapping data, conveyance instruments, and accurate regulatory codes for all field inspection and enforcement activities.
- Assists in the development, implementation and maintenance of GIS data associated with utility connections, floodplain management, and on-site inspection data to identify authorized permits or enforcement actions.
- Utilizes global positioning system (GPS) survey instruments; performs surveying activities to obtain geographic and topographic data associated with regulatory enforcement or data collection activities.
- Maintains associated files and records.
- Maintains assigned tools, vehicles and equipment.
- Perform any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of GIS hardware, software, tools and techniques.
- Knowledge of GPS hardware, software, tools and techniques.
- Knowledge of computers and job-related software programs.
- Knowledge of surveying principles and practices.

- Skill in the development of maps.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Assistant Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Texas Local Government Code, Webb County Model Subdivision rules, the Code of Federal Regulations, the Texas Water Code, and county codes and ordinances. These guidelines are generally clear and specific, but may include some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Inclement field conditions contribute to the complexity of the work.
- The purpose of this position is to perform technical duties in the collection of field data and in the management of the department's GIS. Successful performance contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with co-workers, engineers, architects, attorneys, planners, developers, and the general public.
- Contacts are typically to exchange information, resolve problems and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- None.
- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Must have a high school diploma or GED from an accredited institution.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature	Print Name	Date
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Supervisor's Signature	Print Name	Date
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