



GRIMES DEVELOPMENT SERVICES DEPARTMENT SEEKS GIS TECHNICIAN

The Grimes Development Services Department seeks a GIS Technician for a newly formed position to join one of the fastest growing cities in Iowa. Working closely with and under the general supervision of the City Engineer, the GIS Technician's primary job will be to ensure high quality data entry of vector and attribute data into the GIS database. Applicants should be comfortable with georeferencing plans, converting AutoCAD data into an ESRI geodatabase format, and collecting data in the field using standard field collection data hardware and software. A high attention to detail and quality control of the data entry is a requirement.

The GIS Technician will also perform a variety of engineering duties and related office duties within the Development Services Engineering Division. The ideal candidate would have knowledge of the principles of civil engineering, general construction, and municipal utilities and public works operations and some experience with GIS enterprise rollout or implementation. Computer-aided drafting (CAD) knowledge and ability is helpful but not required.

Special Requirements

A post-offer background check is required. For consideration, submit a completed application, resume, and cover letter via email to Tammy Johnson at tjohnson@grimesiowa.gov, or to City Hall at 101 NE Harvey Street, Grimes. Materials will be reviewed as they are submitted through close of business on **Wednesday, January 20**.

A. Position Title	Location
GIS Technician	Development Services

B. Job Specifications

<input checked="" type="checkbox"/> Regular, Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Seasonal, From: Click here to enter text.
Department:	Development Services	To: Click here to enter text.
Reports to:	City Engineer	Bargaining Unit: N/A
Post Offer Testing:	Click here to enter text.	Last Review Date: Click here to enter text.
Civil Service:	No	Hourly/Monthly Pay: \$28.59-38.02/hour

C. Job Description Summary

Under the general supervision of the City Engineer, the GIS Technician's primary function is to ensure high quality data entry of vector and attribute data into the GIS database. Data sources available will range from civil engineering plans, in both paper and digital formats, to field collected GPS datasets. The candidate should be comfortable with georeferencing plans, converting AutoCAD data into an ESRI geodatabase format, and collecting data in the field using standard field collection data hardware and software. A high attention to detail and quality control of the data entry is a requirement. The GIS Technician will also perform a variety of engineering duties and related office duties within the Development Services Engineering Division. The ideal candidate would have knowledge of the principles of civil engineering, general construction, and municipal utilities and public works operations and some experience with GIS enterprise rollout or implementation. Computer-aided drafting (CAD) knowledge and ability is helpful but not required.

G. Routine Job Duties/Responsibilities

Description of Duty: Do not include if less than 5% of time unless essential. Be Specific without giving explicit instructions on how to perform. Use accurate adjectives and only those duties current to the position.
Maintains the collection, input, and mapping of GIS data for additions to the City's infrastructure including recently constructed streets, water mains, sanitary sewers, storm sewers, street lights, trails/sidewalks, structures, etc.
Collects data in the field using standard field collection data hardware and software.
Creates, maintains and updates computer generated water, sanitary sewer, and storm sewer atlases as well as subdivision and address maps by utilizing GIS software.
Coordinates maintenance, integrity, functionality, and ongoing upgrades to the GIS system with the IT Department.
Assumes responsibility for the content, layout, and production of computer-generated graphics and maps.
Maintains filing system for the records of completed projects (including as-built plans) and maintains electronic plans of construction projects.
Obtains parcel legal descriptions and completes parcel research for right-of-way and easements.
Completes a variety of computations including plan measurements, areas, volumes, and other quantity measurements.
Assists with preparing internal guides/policies, like annual snow and ice control manuals with street and trail plowing routes, annual mowing maps, bridge inspection records, and the like.

Performs other duties and responsibilities as may be assigned.

E. Periodic Job Duties/Responsibilities

Click here to enter text.

F. Qualifications

Education/Experience:	Bachelor's Degree required with classes, training, and experience in GIS required. Five+ years of experience preferred, but candidates with three to five years of experience and GIS Enterprise sourcing, implementation or rollout experience also considered.
Skills:	Intermediate technical and enterprise-level GIS knowledge and abilities required. Working knowledge of the principles of civil engineering, general construction, municipal utilities and public works operations. Includes the ability to make moderately complex computations, maintain engineering records / databases, read and interpret engineering plans, and maintain effective working relationships with other employees. Computer-aided drafting (CAD) knowledge and ability is helpful but not required. Ability to communicate effectively to relay technical and non-technical information, based on the situation. Ability to multi-task with good organizational, time management and problem-solving skills.
Knowledge	Requires understanding and familiarity of established city, state and federal design standards and procedures as well as modern construction methods and operations of civil engineering related municipal infrastructure. Sufficient ability to operate a computer and such software appropriate to assigned tasks.
Licenses/Certifications:	Valid Iowa drivers' license.
Working Conditions: (Refer to Glossary of Terms)	The work will be split between a typical office setting and field conditions associated with an outdoor environment. In some instances, personal protective equipment (PPE) may be required, such as footwear, safety glasses, ear protection, hard hat, gloves and/or other gear as necessary. Occasional lifting/carrying of up to 50 pounds.
Safety Hazards: (Refer to Glossary of Terms)	Occasional exposure to extreme temperature, noise intensity level, vibration, mechanical, electrical, chemical or dust/fume hazards. May also experience wet and/or humid spaces, uneven terrain, adverse weather conditions and poorly lit locations.
Other:	

J. Disclaimer

This job description reflects the administration's assignment of essential functions; and nothing herein restricts the administration's right to assign or reassign duties and responsibilities to this job at any time (with Union contract guidelines if applicable). This Job Description is not to be construed as a contract for employment.

K. Pre-Employment Screening

Action Required	Result	Date
<input type="checkbox"/> Credit History	Click here to enter text.	Click here to enter text.
<input type="checkbox"/> Education/License Credentials	Click here to enter text.	Click here to enter text.
<input type="checkbox"/> Criminal Records	Click here to enter text.	Click here to enter text.

<input type="checkbox"/> Employment Verification	Click here to enter text.	Click here to enter text.
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L. Review

Compensation Review/Approval	Date:
City Administrator/Department Director Signature	Date:
Reviewed with Employee by:	Date:
Employee Signature	Date: