



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Public Works GIS Coordinator

Department: Public Works/Engineering Reports to: PW Director/City Engineer Pay Grade: H13
Date Established: 3/2014 Date Revised: 12/2018 FLSA Status: Exempt

CLASSIFICATION SUMMARY

The GIS Coordinator develops, implements and maintains the citywide GIS (Geographic Information System) system and the delivery of geospatial services to City departments and the public. The job includes providing technical expertise on GIS projects and management of the City's GIS desktop applications. The job includes complex analysis of data for City infrastructure management and projects, including emergency and 911 response.

The job requires knowledge of GIS system operation, maintenance, and updating methods, techniques, and objectives including, but not limited to, hardware, software, database, coding and programming, and web and cellular/tablet access; GIS, GPS, land surveying, and other data collection and computer mapping and modeling systems; and applications of GIS to engineering design principles, practices, and objectives, especially as they apply to civil engineering, infrastructure, and capital improvement projects.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes an office and field environment. The field environment may include exposure to adverse weather conditions and working in construction and high traffic areas. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Develops, maintains, and updates the citywide GIS (Geographic Information System) system, including but not limited to, system hardware, software, and database. Creates, designs and maintains hardcopy and digitized materials. Maintains the system for use by all City departments and access for other public agencies, as needed. Updates GIS database for City infrastructure management and projects, emergency and 911 responses, and provides data to other City departments as requested.

Provides web and cellular/tablet access to GIS data. Trains users on GIS system. Updates City census data. Provides technical support for GIS applications and extensions. Coordinates with users for application development and documentation. Installs, upgrades and maintains GIS applications. Evaluates and recommends modifications to GIS server software and applications. Researches and recommends new hardware, software, servers, and related equipment.

Answers inquiries and provides information to the public, other City departments, and private engineers, developers, and architects.

May assist in the direction of interns.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- GIS applications in planning, policy or related intergovernmental processes;
- GIS equipment, including computer hardware and GPS;
- AutoCAD and ArcGIS software;
- Federal, state, City, and other statutes, codes, and regulations governing municipal and civil engineering, bidding, and construction;
- Operation processes and procedures related to citywide computer system, as related to GIS data links and updates;
- Customer service methods and techniques;
- Data collection and recording methods, techniques, and objectives;
- Federal regulations and City policies regarding safe work practices;
- Operation of standard office equipment including operation of a personal computer and job-related software.

Skill and Ability to:

- Operate, maintain, and update the citywide GIS (Geographic Information System) system, including but not limited to, system hardware, software, and database;
- Maintain the system for use by all City departments and access for other public agencies, as needed;
- Train users on GIS system;
- Read site plans, engineering drawings, surveys, and plats;
- Update and input City census data;
- Communicate clearly and concisely, orally and in writing;
- Prepare written procedures, policies, and technical reports;
- Analyze informational requirements and needs;
- Provide design and support services in the Engineering Department for City infrastructure and capital improvement projects;
- Develop logical solutions to problems;
- Provide technical advice, staff training, and consultation to ensure efficient GIS systems utilization;
- Perform on-site inspections to verify GIS and GPS data;
- Operate a motor vehicle;
- Operate a personal computer and job-related software applications;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Maintain a professional demeanor at all times;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Bachelor's Degree in GIS, engineering, or a related field is required;
- Two (2) years of responsible related experience in designing and building GIS databases, as well as programming languages and applications, is preferred;
- Idaho driver's license required.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and work in an office and field environment, which may include construction sites. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 30 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.