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**Job Title:** GIS Coordinator  
**Status:** Non-Exempt  
**Salary Grade:** 15  
**Reports To:** Engineering Manager

**JOB SUMMARY:**

Responsible for overseeing activities related to the planning, design, development, and maintenance of the District's enterprise Geographic Information Systems (GIS) and related applications.

**REPORTING RELATIONSHIPS:**

This position reports to the Engineering Manager. This position does not supervise other positions but is responsible for leading interdepartmental teams and providing training and coordinating the work of other personnel relative to assigned systems, including both technical and non-technical staff.

**RESPONSIBILITIES AND DUTIES:**

- Communicates and works with the public, contractors, government agencies, and District personnel to field concerns and suggestions; provides thoughtful information, explanations, and feedback regarding projects, activities, and decisions; resolves disputes and conflicts through constructive dialogue and consensus as needed;
- Develops and maintains strong interdepartmental working relationships to facilitate the development, implementation, and coordination of District programs and initiatives;
- Designs, maintains, and administers the District's enterprise GIS systems;
- Researches, recommends, and plans GIS systems upgrades, equipment, software, materials, and supply needs; Develops GIS datasets and tools to support various District projects and initiatives;
- Facilitates GIS system integration; coordinates with end users to integrate GIS solutions with permitting, asset management, and utility management software; completes system programming and schedules updates as needed;
- Works with Operations to integrate CCTV inspection data with GIS;
- Organizes and maintains the District's digital and hard copy as-built and CCTV inspection records;
- Assesses the quality of existing databases; implements solutions to improve the accuracy and completeness of datasets; coordinates the publishing of datasets and supporting documentation;
- Writes, schedules, and initiates scripts to automate repetitive processes and decrease GIS staff labor;
- Provides support, training, and oversight to staff related to GIS principles, approaches, data, and software;
- Creates and maintains District utility map books in paper and digital interactive formats;
- Independently researches and interprets engineering construction plans, plats, legal descriptions, CCTV inspections, and other source documents to ensure GIS data is accurately represented;
- Locates infrastructure in the field and maps the locations using GPS receivers and other means;
- Designs web and mobile applications to enhance District workflows using off-the-shelf software tools;
- Recommends, develops, and maintains policies and standards for data quality, mapping, databases, and applications;
- Responds to public inquiries for as-built information related to water and sewer installations;
- Develops and maintains maps and documentation through coordination with response partners to meet the needs of District emergency preparedness and planning;
- Coordinates with other entities and jurisdictions to gather and/or provide GIS information;
- Coordinates with consultants and assists with troubleshooting and resolving District-wide software and hardware problems;
- Prepares maps and drawings for District use;

- Serves as the District's in-house representative to various technical groups and associations;
- Stays current on emerging technologies and advancements to lead systems into the future; and
- Other duties as required or assigned.

### **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and ability required.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential functions.

#### **Knowledge, skill, and ability in:**

- Safety regulations and practices necessary to maintain a safe work environment;
- Establishing and maintaining effective and positive communications and interpersonal relationships; Communicating clearly and concisely both orally and in writing with the public, other agency personnel, and co-workers;
- Responding in a professional manner to internal and external customer inquiries and investigating concerns;
- GIS and cartography concepts, technologies, procedures, applications, and principles;
- GIS systems and application development including:
  - ArcGIS Enterprise and ArcGIS Online software suites and various tools to collect, manage and visualize GIS;
  - Design and development of database architecture; data processing, and enterprise software;
  - System integration, database analysis, automated scripts, and programming;
  - Application development, including mobile and web applications;
  - Understand, interpret, and analyze engineering plans and specifications, record drawings, and apply that information to GIS;
  - Convert existing as-built drawings into digital format;
  - Create, edit, analyze, and recommend improvements to GIS information;
  - GPS and geospatial information;
- Research and data analysis methods;
- Theories, principles, and practices of GIS;
- Use of office equipment such as copiers, computers, and related software (including AutoCAD, GIS/ESRI Suite, Asset Management systems, GraniteNet, Microsoft Outlook, Word, and Excel), calculators, and telephones;
- Water and wastewater infrastructure, operating systems, fixtures, and terminologies;
- Downloading, updating, and integrating CCTV inspections and rating data into GIS;
- Processing documents and preparing reports;
- Prioritizing work, accommodating interruptions, and meeting deadlines; and
- Working on and leading projects independently with minimal supervision.

#### **Experience/Education:**

Any combination of experience and education that provides the required knowledge, skill, and ability necessary to perform the functions of the position.

A typical way to obtain the requisite knowledge, skill, and ability would be at least three years of progressively responsible experience with GPS, ArcGIS, and ESRI geographic systems, and a bachelor's degree in engineering, geography, computer technology, GIS, information technology, or related field. Experience working in the water and wastewater industry is preferred.

#### **Certifications:**

- A GIS certificate is preferred;
- First Aid, CPR AED, and Bloodborne Pathogens certifications or ability to obtain within six months of employment; and
- Federal Emergency Management Agency - National Incident Command Systems 100, 200, & 700 or ability to obtain within six months of employment.

**Licensing Requirements:**

- Washington State Driver's License, or ability to obtain within six months of employment.

**Work Environment**

Duties are performed primarily in an office environment with some exposure to fieldwork. Work can involve sitting for extended periods of time while utilizing standard office equipment and computers. When in the field, the incumbent may be exposed to adverse weather conditions, automobile traffic, wastewater, and construction hazards.

**Physical Demands:**

This position typically requires climbing, balancing, kneeling, crouching, bending, crawling, walking, standing, lifting, pushing, pulling, grasping, finger dexterity, hearing, seeing, talking, and repetitive motions.

Light Work: Exerting up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects.

**Employee Acknowledgement**

Nothing in this job description restricts the District's right to assign or reassign duties and responsibilities to this job at any time. The District believes that each employee makes a significant contribution to its success. That contribution should not be limited by the responsibilities specifically identified in this job description. This position description is designed to outline primary duties, qualifications, and job scope, but not limit employee job performance or the District's discretion to adjust the work identified. It is the District's expectation that each employee will offer their services wherever and whenever necessary to ensure the success of the District.

I have reviewed this document and understand the responsibilities of this position and acknowledge this job description does not establish a contract for employment and is subject to change at the discretion of the District at any time.

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Employee Signature

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Date