



City of Nampa

GIS Technician II

Department: ENG

FLSA Status: Non-Exempt

Grade/Level: 17

Job Type: Regular

Class Code: 3141

Work Schedule:

Generally 8:00 am - 5:00 pm; however, must be able to work flexible and varied hours.

Job Status: Full Time

Reports To: Assigned Supervisor

Amount of Travel Required: some

Positions Supervised: None

POSITION SUMMARY

GENERAL STATEMENT OF DUTIES

Create, update and maintain geographic information system (GIS) datasets and related files; Provide technical assistance and support to users regarding data maintenance procedures, GIS software support and map generation for the City of Nampa infrastructure, services and geographic features; performs related work as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The principal function of an employee in this class is to create, update, and maintain geographic information system (GIS) datasets and related files. Technicians at this level must be able to provide technical assistance and support to users including data maintenance procedures, GIS software support and map product generation. Technicians at this level receive a variety of assignments that require the application of the full range of GIS principles, methods and techniques. The incumbent must exercise sound judgment when executing this technical work, which requires good knowledge of computer mapping and related technology. Technicians are primarily concerned with base map dataset maintenance and general map production. The work is performed under the supervision and direction of an assigned supervisor, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the assigned supervisors, other City employees, contract engineers, vendors and the public. The principal duties of this class are performed in a general office environment with occasional trips to various construction sites throughout the City.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable

accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Develops and maintains comprehensive GIS data, including developing and editing GIS datasets, collecting and verifying field data, importing GIS data from various sources, troubleshooting data errors and interpreting GIS data to resolve questions about City infrastructure.
- Develops and maintains data layers to provide information on geographic features.
- Researches and compiles information from a variety of sources to develop standardized data for incorporation into the GIS.
- Analyzes and interprets mapping data to verify accuracy and correct errors.
- Maintains location and property data for utility billing workflows.
- Maintains City addressing, including addressing all new structures within the City addressing area, reviewing plats for compliance with street naming conventions, correcting problems with existing addresses, and answering questions from the public regarding addressing.
- Collects technical and field data through Global Position System (GPS) and /or visual inspection.
- Provides GIS technical support to users.
- Operates and maintains GIS equipment.
- Maintains City base maps and related files, including making custom prints and displays for City departments and the general public.
- Researches and responds to questions on a variety of issues from contractors, citizens and City employees relating to the activities of the Public Works department, including quoting related codes and ordinances when necessary, routing questions to appropriate personnel, researching and answering questions pertaining to utility locations, public rights-of-way and easements, property lines, and relevant standards.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Assumes responsibility for other duties as required or assigned.
- **ESSENTIAL RELATIONSHIP EXPECTATIONS**
Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.

Responds to citizens' questions and comments in a courteous and timely manner.

Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

Is punctual and timely in meeting requirements of performance, including attendance standards and work deadlines.

Communicates information and states concerns in a clear and professional manner.

Respects the opinion of others and demonstrates a reasonable relationship with employees, supervisors and others.

Accepts and performs in a timely and effective manner changes in work assignments and/or how

work is performed.

- **REQUIRED KNOWLEDGE**

Thorough knowledge of principles and techniques of GIS including knowledge of GIS software, data capture and maintenance techniques in the ArcGIS environment, map production skills.

Thorough knowledge of mathematical calculations to the level of college algebra and trigonometry.

Thorough knowledge of engineering and construction design principles and practices.

Thorough knowledge of surveying principals.

- **SKILLS/ABILITIES**

Ability to operate complex CAD and GIS software and hardware.

Ability to maintain accurate records and files.

Ability to read and interpret engineering plans, specifications and blueprints.

Ability to establish and maintain effective working relationships with assigned supervisors, other City employees, and the general public.

Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.

Ability to understand and follow oral and/or written policies, procedures, and instructions.

Ability to prepare and present accurate and reliable reports containing findings and recommendations.

Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology. Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Commitment to Safety - Understands, encourages and carries out the principles of integrated safety management; complies with or oversees the compliance with safety policies and procedures; completes all required training; takes personal responsibility for safety.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.

- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.

Education: High School Graduate or General Education Degree (GED): Required
 Associate's Degree (two year college or technical school) Required, Field of Study: Computerized Drafting/Mapping and Design, GIS, Geography or Related field
 Bachelor's Degree (four year college or technical school) Preferred, Field of Study: Computerized Drafting/Mapping and Design, GIS, Geography or Related field

Experience: 4 plus years of experience in related GIS activities
 Or any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Computer Skills: Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks and the ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

Certifications & Licenses: Valid State of Idaho driver's license.
 Specified positions may require security background check and/or additional Certification(s) specific to the functional area of assignment.

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	F	10 lbs or less	F
Walk	F	11-20 lbs	O
Sit	F	21-50 lbs	O
Manually Manipulate	F	51-100 lbs	O
Grasp	F	Over 100 lbs	O
Reach Outward	F		
Reach Above Shoulder	O		
Speak	C	Push/Pull	
		12 lbs or less	F

Climb	O	13-25 lbs	O
Crawl	O	26-40 lbs	O
Squat or Kneel	O	41-100 lbs	N
Bend	O		

WORK ENVIRONMENT

The principal duties of this class are performed in a general office environment with occasional trips to various construction sites throughout the City.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

FINGER DEXTERITY: Sufficient finger or manual dexterity with or without reasonable accommodation to enable the employee to operate a telephone and related equipment, computer hardware and software, surveying and measuring instruments, construction equipment and other office equipment such as plotters.

SPEECH: Sufficient clarity of speech or other communication ability with or without reasonable accommodation to enable the employee to communicate effectively and convey detailed or important instructions or ideas accurately, loudly or quickly.

HEARING: Sufficient clarity of hearing with or without reasonable accommodation to enable the employee to hear average or normal conversations and receive ordinary information.

VISUAL ABILITIES: Sufficient visual acuity or other power of observation with or without reasonable accommodation to enable the employee to determine the accuracy, neatness and thoroughness of the work assigned; to make general observations of facilities and structures; to review a wide variety of materials in electronic or hard copy form and perform activities such as viewing a computer terminal; visual inspection involving small defects, small parts, and/or operation of machines (including inspection).

PHYSICAL STRENGTH AND PERSONAL MOBILITY: Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which enables the employee to function within a general office environment and in the field.

Light work. Exerts up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently.

Prepared by: Tina K. Combs, PHR Date: 02/25/2014

Approval Signature: _____ Date: _____

Approval: _____ Date: _____

The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.