City of Tempe

GEOGRAPHIC INFORMATION SYSTEM (GIS) TECHNICIAN+

JOB CLASSIFICATION INFORMATION

Job Code:	187	*Department:*	Engineering & Transportation
Supervision Level:	Non-Supervisor	*State Retirement Group:*	ASRS
Status:	Classified	*Market Group:*	GIS Analyst+
Safety Sensitive / Drug Screen:	No	*Physical:*	No

Click here for more job classification information including current salary range.

DISTINGUISHING CHARACTERISTICS

The GIS Technician+ is the entry-level class within the series. This class is distinguished from the GIS Analyst+ by the performance of more routine tasks and duties assigned to positions within the series related to City GIS data production and maintaining an efficient GIS mapping and data management operation.

REPORTING RELATIONSHIPS

Receives general supervision from the Principal Civil Engineer or from other supervisory or management staff.

May exercise functional and technical supervision over lower level and temporary staff.

MINIMUM QUALIFICATIONS

Experience:	One (1) year of experience in GIS or CAD production mapping, or civil engineering design CAD drafting practices including experience in the interpretation and mapping of civil engineering and real estate records to a GIS database. Demonstrated experience with accessing and retrieving geospatial and attribute data, in addition to basic understanding of civil engineering practices, is also required.
Education:	High school diploma, GED, or equivalency, supplemented by course work from an accredited college or university in GIS, land surveying, computer science, civil engineering, CAD drafting, or degree related to the core functions of this position. An associate degree is preferred.
License / Certification:	Possession of a valid driver's license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of routine and complex technical GIS (Geographic Information System) and IT duties involved in the management, production, distribution, training, and data and application support of the City GIS database.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Maintain and update City GIS master database of landbase, utility, infrastructure, city-wide control, and custom digital maps and data, digital aerials, and other associated databases utilizing GIS data editing and maintenance applications, CAD (computer aided design) editing applications, internet/intranet web applications, and other computer software.

- Ensure spatial accuracy and data quality of geospatial and attribute data encoding to the City GIS database; performs high accuracy geospatial mapping by COGO (coordinate geometry) mapping techniques, links attributes to geospatial objects, and edits attribute database.

- Research, interpret and analyze a variety of civil engineering and real estate records to update the City GIS database including legal descriptions, civil engineering plans, blueprints, as-builts, aerials, field checks, work orders, address reports, and other engineering office files.

- Research, access, and utilize permit and property management system, engineering document management system, web-based parcel management systems, and other IT and GIS databases.

- Provide City GIS database information and data for use by the public, other City departments, and outside agencies including architects, engineers, land surveyors, developers, designers, planners, appraisers, utility companies, other municipalities, and federal, state, and county governments.

- Provide civil engineering design/drafting GIS support for civil engineering projects.

- Operate GIS/CAD workstation to update City GIS database as new data is received on new subdivisions, developments, capital improvement projects; update spatial and attribute database information from as-built records, implement computer plotting as required; maintain backups and other computer operating system, file system, and application issues.

- Perform complex, intensive, long term, and departmental GIS and digital mapping tasks on standing, specialized, and custom GIS, IT, and digital mapping projects and programs for internal and external customers.

- Provide specialized and custom GIS and digital maps, GIS data extractions, digital imagery, and specialized plotting capabilities for internal and external customers using GIS, CAD, digital image editing and other software.

- Assist in quality control, quality assurance, and system maintenance processes in the GIS data production routines including the processing of completed GIS map updates, commit updates to master repository, initiate off-hours batch processes, startup and shutdown of production PC's, workstations, and servers, and check work of temporary workers and contracted data products.

- Assist in large-scale corrective processes of the City GIS database and related digital mapping and data documents, including research and verification from source documents.
- Takes part in the development, coordination, and maintenance of policies and procedures regarding City GIS data management.
- Perform related duties as assigned.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Operate city vehicles;
- Climb stairways, ladders, and work on elevated structures;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators, and other office machines;
- Extensive reading and close vision work;
- May work along for extended periods of time.

COMPETENCIES

CLASSIFICATION LEVEL	*INCLUDES*	*COMPETENCIES*
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
For more information about the City of Tempe's competencies for all classifications: [City of Tempe, AZ : Competencies](#)		

JOB DESCRIPTION HISTORY

Effective November 2005 (previously part of Engineering Tech I/II classification).
Retro-active to January 2005.
Revised January 2017 (add physical /mental activities)
Revised March 2019 (PW Reorg – moved to Engineering & Transportation Department)