City of Sallisaw Job Description

Job Title: GIS Mapping Technician

Exempt (Y/N): No	Department: Building Development
Date: August 2011	Reports To: Building Development Director

SUMMARY:

Incumbent is responsible for updating city maps and data records for use by city employees and/or outside entities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include, but are not limited to, the following. Other duties may be assigned.

- 1. Provides technical and administrative assistance to the City of Sallisaw GIS Program.
- 2. Collects survey field data.
- 3. Assists in the design, development and creation of databases, maps and other related projects.
- 4. Maintains all maps and related mapping databases on a routine basis. To include, but not limited to, streets, municipal utility services, fiber lines, subdivisions, city owned property, survey work, zoning and annexation or, any and all information pertaining to repair of infrastructure maintained by the City of Sallisaw.
- 5. Attends meetings, conferences, workshops and continuing education as required.
- 6. Recommend, use and maintain applicable software and equipment necessary; to include, but not limited to, CADD, Arcview, Tremble GPS, or other related software and equipment.
- 7. Project management (ability to accept a project independently and in a team work environment, design methodology to complete project and produce final product(s).

- 8. Assists other departments and general public by providing data, products and services
- 9. Create and edit construction drawings for city projects
- 10.Locate points in the field to mark for grading and construction
- 11.Assign new addresses and coordinate with county 911 to make changes to existing addresses and street names. Create work orders for all necessary departments incorporate changes.
- 12.Performs other related duties as assigned by Building Development Director.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following requirements are representative of the knowledge, skill, and/or ability required.

MINIMUM EDUCATION and/or EXPERIENCE:

Must have high school diploma or GED. Advanced GIS Certificate program; Associate's Degree in GIS/GPS Mapping Technology or equivalent from an accredited two-year college or university; 4 years verifiable related experience and/or training, or equivalent combination of education and experience with advanced computer software.

LANGUAGE SKILLS:

The ability to read, analyze and interpret common scientific and technical journals and legal documents. Must be able to effectively present information to management, public groups and various Boards.

INTERNAL AND EXTERNAL COMMUNICATION:

Communication with other city departments, Engineers, Architects, public and/or Surveyors either in person, by phone or other electronic communication may be necessary. Must be able to maintain a cooperative working relationship with other departments and personnel of the City.

MATHEMATICAL SKILLS:

The ability to work fundamental geometry, trigonometry, fractions, percentages, ratios, and proportions to practical situations as related to GIS mapping.

REASONING ABILITY:

Ability to define problems collect data, establish facts, and draw valid conclusions, interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. Employee must be able to sit, stand and walk; use hands and fingers to handle and feel; reach with hands and arms; climb, balance, stoop, kneel, crouch and crawl. Employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include; close, distance and color vision, depth perception, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this position the incumbent is exposed to office conditions and outdoor weather conditions.

The noise level in the work environment is usually moderate.

** A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time to the city limits of Sallisaw, Oklahoma.

Approved:

City Manager

Date: 10 - 30 - 2014

City Manager

Modified: October 30, 2014