

## City of Greenwood – GIS Technician

<b>Job Title:</b>	GIS Technician	<b>Job Category:</b>	Exempt
<b>Department/Group:</b>	Community Development Services (CDS)	<b>Job Code:</b>	
<b>Location:</b>	City Center 300 South Madison Ave Greenwood, IN 46142	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	Contingent on Experience	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Director of Human Resources	<b>Supervisor:</b>	City Engineer
<b>Fax or E-mail:</b> (317) 887-5868 or HR@greenwood.in.gov	<b>Mail: City of Greenwood</b> Attention: Human Resources Department 300 S. Madison Avenue Greenwood, IN 46142		
<b>Job Purpose:</b>	<b>Supports activities regarding the City's GIS information and database/application programs. Support City with technical assistance in database planning, and in creating and improving digital GIS data, drawings, and graphic illustrations. Operates and maintains GIS information related to City projects.</b>		

### Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Promote efficiency and best practices on all projects.
- Perform or coordinate GPS / GNSS field work as necessary in order to document location and elevation of the City's assets, including but not limited to sanitation and storm water system infrastructure
- Responsible for recording survey results into databases or GIS. Maintain files and records of survey results and audits.
- Conducts plan review as needed to comply with Federal, State and Local codes.
- Completes work estimates as directed or required.
- Create GIS maps and maintain drawings for City infrastructure.
- Receive, catalog, and file drawings, manuals, and other documents.
- Assist with annual inspection programs.
- Evaluate Storm Water credit applications. Measure, document and maintain history of impervious surface using GIS.
- Complete and organize documents for related contracts, coordinate projects with other government agencies, and provide technical project support to other City Departments.
- Abide by comprehensive safety practices in conjunction with the City Safety Committee.
- Perform other duties as assigned.



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### Job Requirements:

- **Education:** Associate Degree in related field; Bachelor Degree preferred., or equivalent combination of education and work experience.
- **Experience:** Three or more years’ experience in GIS related to municipal government department support including but not limited to engineering, planning and street departments, along with utility infrastructure (sanitary sewer & storm water systems) networks. Government experiences a plus. Construction drawing reading and plan review experience required. Extensive survey interpretation and GNSS mapping experience necessary.
- **Skills and Abilities:** Must be able to properly operate standard office, surveying and drafting equipment. Proficient in Excel, Word, Power Point, CAD and GIS software. Ability to effectively communicate and interpret detailed prints, sketches and specifications and prepare detailed documents and reports.
- **Physical:** Ability to travel and drive an automobile; must possess a valid Indiana driver’s license. Operating assigned computers and equipment. Sitting, walking on uneven terrain and standing for extended periods of time and occasional lifting and carrying objects weighing up to 25lbs.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position. The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: