

GIS SPECIALIST

Position Code: 2329

WC Code: 9410

FLSA Status: Non-Exempt

Pay Grade: 355

Location: Technology and Innovation

Approval Date: 2023

General Statement of Duties

Performs entry-level GIS work for the Town of Mooresville. Success in this position ensures the efficiency of division operations.

Distinguishing Features of the Class

An employee in this class performs a variety of specialized GIS mapping and support work to maintain GIS database information for multiple departments and providing other staff support. Under regular supervision, performs professional GIS work and technical services with responsibilities including quality assurance of GIS data and GIS related projects. Work takes place both in an office setting and outside environment doing field data collection. Work is performed under regular supervision of the GIS Administrator.

Duties and Responsibilities

Follows and enforces GIS standards and protocols.

Supports GIS end-users.

Ensures database quality control and integrity; Communicate with all external departments and vendors that will be providing data and software interfaces to the utility GIS database.

Performs a variety of GIS mapping tasks, including editing, maintaining, and researching to create accurate data and maps.

Assists with designs and studies.

Captures and locates data points and facilities with GPS units.

Reviews construction as-built drawings for accuracy.

Maintains system files and tile books.

Produces reports and maps utilizing Town maintained or downloaded GIS data.

Determines and applies analytical procedures for spatial and non-spatial data.

Assists employees using GIS data in the field by producing infrastructure map books, map applications, and other GIS-related field resources.

Maintains tabular databases for GIS data.

Researches property and ownership records, open source data, and other information or data that may be beneficial to the Town's GIS system.

Reduces, enlarges, and transfers drawings and maps.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Knowledge of GIS database systems and ability to update and create maps using GIS software.

General knowledge of the of geographic information system principles and practices.

General understanding of drones and extracting data from them to input into GIS.

General knowledge of AutoCad and related products.

Knowledge of computers and GIS software/hardware including the latest version of ESRI mapping software and applications.

Skill in using GPS equipment.

Skill in preparing documents and maps with accuracy and ability to proof documents for thoroughness and accuracy.

Skill in performing mathematical computations.

Ability to read and interpret engineering drawings, tax maps and other site-related information.

Ability to work effectively with contractors, developers, Town employees and the public.

Ability to communicate effectively in oral and written forms.

Ability to document and complete required records and reports.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, kneeling, reaching, standing, walking, lifting, fingering, grasping, talking, and hearing.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and or up to 10 pounds of forces constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, operate a motor vehicle, perform field site inspections, and use measurement devices.

Minimum Education and Experience

Bachelor's degree from an accredited college or university in urban planning, geography, engineering, or related field and at least one year of technical and/or administrative experience with GIS databases and ESRI programs and program extensions; or an equivalent combination of education and experience.