

GIS/ASSET MANAGEMENT TECHNICIAN

THE OPPORTUNITY

The GIS/Asset Management Technician performs a variety of tasks including but not limited to technical office and field tasks to support the advancement of the City of St. Joseph's Asset Management Program. Duties include performing complex technical work consisting of collecting, translating, inputting, manipulating and maintaining data using Geographical Information Systems (GIS), Computerized Maintenance Management Systems (CMMS), computer aided design (CAD), and Global Positioning System (GPS), and other related computer/technical tools. The GIS/Asset Management Technician is a full-time employee.

SUPERVISION RECEIVED

Works under the general supervision of the Assistant City Manager/City Engineer, with technical oversight by the Assistant City Engineer/GIS-CMMS Coordinator.

SUPERVISION EXERCISED

None.

RESPONSIBILITIES

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

- Collects asset location, condition and related data and inputs information into GIS.
- Create and modify ArcGIS web services, web maps, and web applications.
- Assists the Engineering Department in implementing risk registers utilizing various tools such as Cityworks Operational Insights.
- Assists the Engineering Department in the development of risk prioritized capital improvement project plans.
- Assists the Engineering Department in the preparation of various reports including but not limited to Service Requests, Inspection and Work Order Reports, Capital Improvement and Asset Management Plans.
- Performs field work on an as needed basis with Construction Manager.
- Assists the Engineering Department in the preparation of grant applications and the administration of grants for City infrastructure projects or studies.
- Supports the Engineering Department by providing information for the administration of contracts for various construction activities.
- Provides maps for various City Departments on an as needed basis as assigned by the Assistant City Engineer/GIS Coordinator.
- Perform other duties as assigned by the Assistant City Manager/Engineer.
- Performs related duties as required.

PREFERRED SKILLS AND QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability (KSA's) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Attention to detail and good problem-solving skills.
- Experience with ESRI software packages, database input and manipulation, report generation, and GPS measuring tools.
- Experience with Cityworks CMMS a plus.
- Proficiency with database and programming languages such as SQL, R or Python. Front-end design languages such as HTML, CSS, JavaScript are a plus.
- Intermediate proficiency with Microsoft Office (Word, Excel, and Power Point), ArcGIS, email programs (Outlook) and Internet browsers.
- Basic knowledge of civil engineering principles and the ability to read basic civil engineering and architectural drawings
- Skill in communicating effectively with city employees and the general public.
- Physical ability to work out-of-doors and in most construction environments.

REQUIREMENTS

Required education includes a minimum of an Associate's degree in Applied Science, or experience in an equivalent technical related field with an emphasis in Geographical Information Systems (GIS) and computer science.

A valid Michigan driver's license is required.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, talk or hear, and use hands to finger, handle, or feel. The employee frequently is required to walk. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl and have the ability to use a hammer or other basic tools. The employee must occasionally lift and/or move up to 50 pounds. Specific visual abilities required by this job include close vision and 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee in this position works in both an office and outside environment. The noise level in the office work environment is usually quiet and noise related to construction activities will be typical in the outside environment. While performing the duties of this job the employee is occasionally exposed to fumes or airborne particles, outside weather condition, open excavations, construction machinery and moving mechanical parts requiring adherence to appropriate safety precautions.