

## **Sacramento Suburban Water District Classification Specification**

**Job Class:** GIS/IT Technician

**FLSA Status:** Non Exempt

**Supervisor:** GIS Coordinator

**Effective Date:** December 2009

### **Definition**

Under general supervision, this journey level position is responsible for performing the full range of assigned duties, including using ESRI software to maintain GIS maps and/or data and to review and update water facility maps; performing data collection, computations and technical drawing composition; assisting in maintaining District hardware and software programs; and performing related work as required.

### **Examples of Duties**

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Coordinate with key staff in various departments to perform data analysis, update data and maps, and provide general mapping expertise.
- GIS maintenance responsibilities with ESRI software including incorporating new electronic data into existing map layers, making data corrections, performing quality control, and developing and maintaining associated base map control.
- Update water facility maps using ESRI software as necessary to include as-built information.
- Print, assemble and distribute facility maps and map book updates.
- Develop GIS procedures and distribute GIS data to end users.
- Update and maintain geodatabase indexes.
- Enter valve and service locations into GIS mapping system using ESRI software.
- Operate AutoCAD workstation and peripherals.
- Produce various AutoCAD maps and drawings to satisfy end user requirements.
- Assist in installing and setting up computers on the network.
- Assist in addressing and resolving computer networking, hardware and software issues.
- Assist in monitoring computer system backups.
- Assist in installing computer software and updates.
- Assist in addressing and resolving VoIP telephone system issues.

## **Mental and Physical Requirements**

The conditions herein 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 job functions.

- Travels occasionally by automobile in conducting District business.
- Communicates orally with District management, coworkers and the public in face-to-face, one-to-one and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computers, copiers, and postage and fax machines.
- Sits or stands for extended time periods.
- Ability to carry, reach and lift supplies and equipment weighing up to 50 pounds.
- Ability to push, pull and maneuver supplies and equipment of varying weights and configurations.
- Ability to stoop, kneel, crouch, crawl and climb during computer repair work.
- Hearing and vision within normal ranges with or without correction.

## **Qualifications**

### ***Knowledge of:***

- Basic knowledge of engineering methods and practices.
- Algebra, geometry and trigonometry.
- Principles, methods, instruments and technique uses in engineering drafting.
- Principles and techniques of complex, technical GIS analysis and mapping using ESRI software.
- Application of GIS methods for the operations and services of the District.
- Advanced use of ESRI ArcEditor.
- Basic use of AutoCAD and a relational database such as Microsoft Access or SQL.
- Basic use of Microsoft operating systems and local area networks.
- Computerized management information and fiscal systems.

### ***Ability to:***

- Apply GIS technology to the benefit of the District.
- Read and interpret graphic presentations of water system infrastructure.
- Organize and coordinate complex tasks between multiple departments.
- Use computer systems and software packages related to engineering drafting and AutoCAD.
- Perform a variety of technical support work.
- Use computer systems and software related to engineering computations.
- Prepare oral and written reports as needed.

### ***Education, Experience, Licenses and Certifications:***

#### ***Required:***

- High school diploma or equivalent.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not

contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

- College course work and/or significant on-the-job training in GIS and AutoCAD.

***Desirable:***

Any combination of education and experience which would likely provide the desired knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be:

- Three (3) years of increasingly responsible GIS experience, preferably with a utility.
- Possession of, or the ability to obtain, a State of California Water Distribution Operator Certificate Grade D1.
- Knowledge of water utility features and construction.
- Information Technology (IT) training in networking issues and computer hardware and software installation and maintenance is highly desirable.