



# West Knox Utility District

<i>Department: Engineering</i>	<i>Job Title: GIS Technician</i>
<i>Reports to: GIS Manager</i>	<i>FLSA Status: Non-Exempt- Hourly</i>

## **General Summary of Overall Responsibilities:**

The operation and maintenance of the Districts geographic information systems (GIS). This includes mapping and data entry of the water and wastewater infrastructure. Under general supervisor, is responsible for using and/or updating GIS related assets, maps and services, GPSing of utility assets, and updating asset management tasks and work orders.

## **Essential Job Functions**

- Assist Water and Wastewater GIS Manager as directed.
- Update the Water and Wastewater utility GIS features.
- Assist in the maintenance of GeoDatabases, SQL, and Access databases.
- Transfer data from aerial/drone photos, as-built drawings, legal descriptions, easements, survey drawings, GPS data, scans, and sketches from crewmen into GIS systems
- Develop custom maps and analytical maps as directed.
- Assist in performing extraction of spatial and non-spatial data.
- Use GPS equipment to locate and collect water and wastewater utility features.
- Large format scanning of documents and drawings in preparation for GIS system and archival purposes.
- Evaluate information and data from outside sources to determine data quality.
- Support asset management through a GIS-centric asset management system.
- Provide general technical assistance to other WKUD GIS users.
- Work with the public and other external entities to provide data in accordance with WKUD's policies and procedures.
- Perform other related duties as required.

## **Qualifications**

- Associate's degree in GIS or related field, with at least 4 years GIS work experience. Bachelor's Degree in GIS or related field preferred. Equivalent work experience without a degree will be considered.
- Knowledge of the components of water and wastewater utility systems preferred.
- Knowledge of GIS concepts, processes, and techniques as they pertain to GIS layer editing,
- GIS data entry, GIS data importation/exportation, GIS data conversions, and GIS map generation.
- Knowledge of cartographic concepts and standards for generating maps
- The ability to read, understand, and work from aerial/drone photos, as-built drawings, legal descriptions, easements, survey drawings, GPS data, scans, and field sketches.

- Proficient using ESRI software products such as ArcMap and ArcGIS Pro.
- Proficient using ESRI Apps such as Explorer, Collector, Field Maps and Survey123.
- Proficient in Microsoft Access, Excel, and Word and experience using Adobe Pro
- Experience using GPS data collection equipment, methods and techniques
- Experience using AutoCad
- Experience using large format plotters and scanners
- Need to be self-motivated, very detail-oriented, and have the ability to solve problems

### **Environmental Conditions**

- Work environment is generally controlled
- Occasional works in outdoor weather conditions.
- Sometimes works near moving mechanical parts and is exposed to wet or humid conditions, fumes, chemicals, vibrations, etc.
- Noise level is moderate.
- May be in areas where there is dirt and grease.

### **Physical requirements**

- Requires both walking, sitting, standing, bending, stooping, reaching, lifting, climbing, etc.
- Hearing and talking are important in interfacing with employees, supervisors, clients, etc.
- May involve work at client and District sites assisting in collecting data and measurements.

### ***Equal Employment Opportunity***

WKUD provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, gender, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

### ***Americans with Disabilities Act***

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

### ***Job Responsibilities***

This job description reflects the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. WKUD may change the specific job duties with or without prior notice based on the needs of the organization.

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