

City of Greenwood – GIS Technician

Job Title:	GIS Technician	Job Category:	Exempt
Department/Group:	Community Development Services (CDS)	Job Code:	
Location:	City Center 300 South Madison Ave Greenwood, IN 46142	Travel Required:	Yes
Level/Salary Range:	Contingent on Experience	Position Type:	Full Time
HR Contact:	Director of Human Resources	Supervisor:	Director CDS/City Engineer
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 S. Madison Avenue Greenwood, IN 46142		
Job Purpose:	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.		

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.
- Performs surveys as necessary in order to document locations and elevations of the City sanitation and storm water system.
- Responsible for recording survey results into electronic data bases or GIS mapping. Maintains files and records of survey results and audits. Measure hard surface using GIS software. Responsible for maintaining measurement documents.
- 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.
- Coordinate field surveys of City infrastructure including data transfer between field GPS computers and GIS software.
- Evaluate Storm Water credit applications.
- 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:** Five to ten years’ experience in sanitary sewer systems including lift stations, pipe and transporting systems, earthwork and paving. Inspections maintenance of sanitary sewer systems. Government code experiences a plus. Blueprint reading and plan review, estimating, scheduling and procurement experience required. Extensive survey and 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 valid 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: