

TOWN OF MILFORD - JOB DESCRIPTION

Job Title: Geographic Information System (GIS) Technician

Classification: 13

Job Description: Responsible for developing and managing GIS data within the ArcGIS Environment; creating GIS-based map products; completing GPS data collection; supporting Departments with GIS data development, analysis, and support activities; working closely with town departments in assisting with the development and management of GIS data.

Accountability: Works under the general supervision of and is accountable to the Community Development Director

Equipment Used: General office equipment such as a computer, workstation, scanner, plotter, GPS Equipment, photocopier, fax machine, telephone, calculator etc.

Environment: **Inside:** ___80___% **Outside:** ___20___%

Duties and Responsibilities:

Except as specifically noted, the following functions are considered essential to this position:

Independent Action: Functions independently in the design, implementation and general operational maintenance and promotion of the GIS system and its related databases. Identify and document all GIS related industry standards and to make recommendations to set guidelines and regulations related to GIS projects. Has ongoing responsibility for the interpretation, administration and enforcement of these regulations, as well as amendments needed. Required to work courteously and professionally within these guidelines and to exercise sound judgment in the administration of his/her duties.

Problem Solving: Required work includes a wide range of computer activity; project/consulting coordination, program promotion, educational dissemination, and considerable technical expertise. Decisions require effective utilization of GIS equipment and the proper application to accomplish a variety of tasks with a high level of organizational skill. Diplomacy is required at all times as well as the ability to work in an often busy environment.

Interrelationships: Required to routinely contact other employees, members of the general public, engineers, surveyors and consultants, agency representatives and Town Boards, Committees and Commissions; considerable diplomacy, patience and restraint is required; sound judgment is essential when dealing with conflict and high pressure situations within and outside of the town structure.

Supervision: GIS interns

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.: Frequently Required
LIFT 11 to 25 lbs.: Occasionally Required
LIFT 26 to 50 lbs.: Occasionally Required
LIFT over 50 lbs.: Rarely Required

CARRY up to 10 lbs.: Frequently Required
CARRY 11 to 25 lbs.: Occasionally Required
CARRY 26 to 50 lbs.: Occasionally Required
CARRY over 50 lbs.: Rarely Required

REACH above shoulder height: Occasionally Required
REACH at shoulder height: Occasionally Required
REACH below shoulder height: Occasionally Required

PUSH/PULL: Occasionally Required

HAND MANIPULATION

Grasping: Frequently Required
Handling: Frequently Required
Torquing: Seldom Required
Fingering: Frequently Required

Controls and Equipment: Computer, plotter, scanner, GPS equipment, telephone, copy machine, printers, etc.

OTHER PHYSICAL CONSIDERATIONS

Twisting: Occasionally Required
Bending: Occasionally Required
Crawling: Rarely Required
Squatting: Occasionally Required
Kneeling: Occasionally Required
Crouching: Occasionally Required
Climbing: Rarely Required
Balancing: Rarely Required

WORK SURFACE(S)

Standard office setting – desk, chair, tables, etc.
 Carpet and tile flooring

DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

Talking: Necessary for communicating with others.

Hearing: Necessary for communicating with others

Sight: Necessary for performing job functions effectively and correctly.

Tasting & Smelling: Not required for the performance of the functions of this position

**Specific Vocational
Preparation
Requirement(s):**

- | | |
|--|---|
| <input type="checkbox"/> 1. Short demonstration only. | <input type="checkbox"/> 5. 181 days to 1 year. |
| <input type="checkbox"/> 2. Any beyond short demonstration
up to and including 30 days. | <input type="checkbox"/> 6. 1 to 2 years |
| <input type="checkbox"/> 3. 30-90 days | <input checked="" type="checkbox"/> 7. 2 to 4 years |
| <input type="checkbox"/> 4. 91-180 days | <input type="checkbox"/> 8. 4 to 10 years |
| | <input type="checkbox"/> 9. Over 10 years |

Licensure/Certification Requirements:

College level certificate in GIS or related field preferred.

Other Training, Skills and Experience Requirements:

Bachelors Degree in Cartography/GIS or related field. One to five years experience working with ArcGIS software products. Experience with ArcGIS software, GIS data development and Geodatabase design and management. Knowledge of Microsoft Office software products including Word, Excel, Access and Outlook. Knowledge and experience in GPS data collection and procedures. Familiarity with municipal government and utility operations. Ability to provide customer service and communicate and interact with co-workers and the general public.

Summary of Occupational Exposures:

Possible exposure to poison ivy, poison oak etc. during use of GPS unit. Possible exposure to photocopier toner.

Other Considerations and Requirements:

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.