



Job Announcement – City of Middleton Public Works Geographic Information Systems (GIS) and Asset Tracking Specialist

Application Deadline: Open until filled. The city will perform a first review of applications on June 7, 2023.

Salary Range: \$22 / hour to \$25 / hour, Non-Exempt

Benefits: Paid vacation and sick leave, PERSI retirement, life insurance, and City pays 100% employee health insurance (medical/dental) premiums for employees and 50% for dependents.

JOB DESCRIPTION

This Geographic Information Systems (GIS) and Asset Tracking Specialist position is technical and involves project production and coordination in support of the City of Middleton Departments of Public Works, Planning, Administration, and Finance. The employee occupying this position is responsible for technical work involving Geographic Information Systems (GIS), records retention, and asset tracking.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent.

Two years of experience in GIS applications which may include a degree in a directly related discipline or certificate in a Geographic Information Systems program.

Possession of valid Idaho State Driver's License with record free from serious or frequent violations

Physical Requirements

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.

The employee may be required to work overtime, weekends and holidays; in all weather conditions; under hazardous conditions; on congested roadways, obstructed roads; around operating equipment; in a noisy environment; and with the physical ability and stamina to perform physical work within roadways and vegetated areas.

Work areas may occur in areas with moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, workspace restrictions, and intense noises.

Work will be performed both indoors and outdoors.

Requirements outlined in this position description may be subject to modifications to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Other Desirable Qualifications

Experience with municipal utilities or roadways.

Familiarity using AutoCAD drafting software.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor. While requirements may be representative of minimum levels of knowledge, skills, and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty with advanced proficiency.

Geospatial Database Administration

Under limited direction of supervisor, the employee will utilize various software applications to create, organize, maintain, and update the City's databases of physical assets and geographic information. The employee shall also produce maps and drawings of the same.

The employee will maintain meta-data documentation of the databases in an organized manner that



provides a clear description of the information contained in the databases.

The employee shall be knowledgeable in the use of global positioning system (GPS) technology. The employee shall be able to efficiently utilize GPS equipment to perform field data collection necessary to maintain and update the database to the level of accuracy required by the Public Works Director. Employee will download, post process, and archive the geospatial information collected for the City.

Records Retrieval and Utilization

The employee will routinely collect data throughout the City. The employee will be responsible for locating and marking utilities in the field. Field work is estimated to range from 10% to 40% of the employee's time.

The employee will produce maps, queries, and reports from information in the City's records as requested by staff or the City's customers. Work products produced shall be in a standardized professional format.

Employee will interact with other employees, including those responsible for maintaining the public infrastructure, to ensure that the information in the geospatial databases accurately depicts the City's physical assets.

Public Works Records Management

Employee shall develop, organize, and maintain the Public Work Department's electronic and physical files. Employee shall keep records in an organized manner suitable to the Public Works Director that is accessible to City staff. Employee shall assist City staff in the retrieval and re-filing of record information requested by City staff.

Records which shall be under the purview of this employee include the following:

- Property addressing including the assignment of addresses.
- All official maps, plats, surveys completed for or submitted to the City.
- Design, As-Built, and Record Drawings of all public construction projects.
- Bridge Inspection Records.
- Utility Franchise Agreements.
- Easements granted to the City
- Easements granted by the City.
- Records of property purchased by the City.
- Planning and zoning maps including all zoning classifications, critical areas, transportation routes.
- Annexation documentation indicating the City's boundaries.
- Public Work's department records.

Property Services

Employee shall assist City Staff in reading legal descriptions and identifying property boundary information in support of City work.

Employee shall procure property title reports when requested by City Staff.

Customer Service

Employee shall be expected to routinely convey information related to the above job duties to the general public. Such interactions may be in person, on the telephone, electronically, or in written correspondence. All interactions are expected to be conducted in a responsive and accountable manner by providing information in a timely and accurate manner.

Employee shall provide input into the annual budget formulation for items related to their work.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Mathematics, including algebra, geometry, and trigonometry;

Computerized spreadsheet and word processing applications;



Principles and practices of geographic information systems, especially ESRI software and its applications related to public works, engineering, and land use planning;

Interpreting property legal descriptions.

Ability to:

Develop, maintain, and update records of public works assets in GIS, electronic, and physical formats;

Make field measurements and complete calculations using computers or calculators;

Read and understand plat maps;

File plans and other materials alphabetically, numerically, or by other predetermined classifications;

Understand and execute moderately complex oral and written instructions;

Provide excellent customer service by using a friendly, professional, accurate, and customer oriented approach to a wide variety of customers including contractors, architects, business owners, government officials, general public and other staff. This would include in-person, written, and oral communications;

Read and interpret engineering plans and specifications.

SUPPLEMENTAL INFORMATION

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Hours

This is a full-time, Fair Labor Standards Act overtime non-exempt position. The regular work schedule for the Geographic Information Systems (GIS) and Asset Tracking Specialist is Monday through Friday, 8:00am to 5:00pm. Attendance at evening meetings or other off-duty events is not anticipated. Occasional evening or alternate shifts outside of the regular work schedule may be necessary.

SUPERVISION RECEIVED

This position works under the general supervision of the Public Works Director or his/her designee.

SUPERVISION EXERCISED

This is a non-supervisory position. However, the employee may train other employees in GIS and records management as required.

HIRING PROCESS:

Please submit a cover letter, resume, city employment application (available online at www.middleton.id.gov), and contact information for three professional references to:

City of Middleton,
P.O. Box 487,
Middleton, Idaho 83644

or

citmid@middletoncity.com

The city will conduct interviews with selected qualified candidates. Hiring decisions will be based on application materials, rating of education and experience, oral interview, reference check, examples of relevant work products, and/or job-related tests.