

BANNOCK COUNTY

CLASS SPECIFICATION

GIS TECHNICIAN

Department: Road and Bridge
FLSA Designation: Non-Exempt

Pay Grade: 9
Effective Date: 04/08, 8/09

Purpose of Class

Performs a variety of skilled technical and mapping duties related to the development, design, implementation, reporting and maintenance of the GIS mapping system for Bannock County, the multi-jurisdictional members of the Transportation Plan, and other outside customers; administer and maintain the Noxious Weed/Mosquito database for EPA reporting, Grant funding requests, and billing; performs other data input and reporting.

Primary Function

The principal function of an employee in this class is to perform skilled technical duties to create, maintain, and update the GIS mapping system and database for the Road & Bridge, Noxious Weed, Mosquito, and Landfill departments, the small cities within Bannock County, and other outside customers. This position will take GPS measurements; input and maintain data in various computer systems including GIS mapping, spreadsheets, and databases; implement and administer the Transportation Plan; assist with data input and records maintenance in the fleet management and job costing software; run reports and provide data to various departments and outside entities; assist with invoicing, EPA reporting for herbicide and pesticide use, and other data maintenance for the Noxious Weed and Mosquito department; and other duties as assigned. This position is supervised by the Road and Bridge Superintendent, with direction from the Assistant Road and Bridge Superintendent with some latitude granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment, but will include some work in the outdoors.

Essential Duties and Responsibilities (will vary by assignment)

- Creates, maintains, and updates the Geographic Information Systems (GIS) system of maps and database for Road & Bridge, Noxious Weed, Mosquito, and Landfill;
- Administers the maps and other records that comprise the Transportation Plan for the County, the small cities within Bannock County, and other outside entities; prepares maps and reports as needed for internal and external customers.
- Creates GIS-related documents, including maps, charts, graphics, and related products;
- Reviews maps, charts, surveys, plats, deeds, aerial photographs, and related documents to obtain data;
- Reviews legal records including surveys, deeds, plats, maps, etc. to identify and map county right-of-ways;
- Creates and prints maps and copies for customers;

- Cleans and maintains GIS equipment;
- Provides technical expertise and training to employees with mapping software, GIS equipment operations, download of data, and reporting.
- Surveys County in search of noxious weeds and mosquitoes, including plotting and mapping problem sites
- Assists with recording services to property owners noting extent of spraying operation, fees to be charged, and prepares and submits daily reports to Supervisor;
- Creates maps and graphics demonstrating property ownership and weed infestations;
- Inputs time cards in Fleet Management or Job costing system; inputs other data as needed
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Prepares informational newsletters, brochures, and presentations;
- Prepares letters and other mailings
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Computerized mapping methods, techniques, procedures, and equipment;
- Aerial photography interpretation;
- Mapping and property description terminology;
- Operation of a personal computer and associated software for computer mapping software, GIS, spreadsheets, word-processing, and other required applications;
- County geography and GIS mapping; County, state, and other applicable codes, ordinances, and statutes governing road and bridge right of way and construction, noxious weeds, mosquito abatement, and solid waste departments;
- Customer service procedures, techniques, and objectives;
- English grammar, spelling, punctuation, and composition;
- Business and technical writing

Ability to:

- Use a variety of legal descriptions, surveys, property descriptions, maps, plats, and aerial photographs to create computerized maps using the GIS or other specialized computer mapping system;
- Create, maintain, and update a GIS map and database system;
- Learn and implement new software applications;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Communicate effectively, verbally and in writing;
- Read and interpret legal descriptions, deeds, plat books, maps, and surveys;
- Maintain and organize records;
- Follow written and oral instructions;
- Learn to identify noxious weeds for proper mapping;

- Operate a motor vehicle, including four wheel drive trucks and ATVs;
- Maintain legal spraying records, logs, and documentation;
- Communicate effectively with the public and other employees including in sensitive situations.

Acceptable Experience and Training

- High school diploma or GED equivalency and associated degree or equivalent advanced training in computer technology, geotechnology, computerized drafting or mapping is required.
- Two (2) years experience using GIS technology and computer mapping is preferred;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work;

Special Qualifications

- First aid/CPR certification may be required
- Idaho drivers license is required

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and read and prepare a variety of written, text, and electronic documents and maps.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer, and to operate specialized computer drafting and mapping equipment
- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to work at a keyboard for an extended period of time, lift up to 25 pounds, and work in an office environment.