

GIS (GEOGRAPHIC INFORMATION SYSTEM) TECHNICIAN TRAINEE

JOB DESCRIPTION

Classification Responsibilities: The GIS (Geographic Information System) Technician Trainee is a class in which the employee learns to perform the full scope of duties of a GIS Technician through on-the-job training and completion of six credit units of college coursework in GIS. An employee of this class is trained in assignments involving inputting, updating, and maintaining GIS databases, and coverages, layers, and linkages to various databases. This class performs related duties as required.

Distinguishing Features: Training and close supervision is provided by a GIS Supervisor or GIS Specialist. As training progresses, the incumbent is expected to exercise semi-independent to independent judgment in selecting work methods. The GIS Technician Trainee can progress by noncompetitive, criteria-based promotion to GIS Technician after a minimum of eighteen months of continuous employment as a GIS Technician Trainee, successful completion of six credit units of college coursework in GIS with a grade of "C" or better, and achieve "successful performance" on all core value ratings on most recent performance appraisal. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Coursework or formal training in AutoCAD, GIS, Computer Science, or related course of study.

Special Requirement. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of the assignment, individuals in this classification shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures (*Police Department Assignment*).

Preferred/Desirable Qualifications. Experience using Microsoft NT or Windows, ArcView, AutoCAD, Microsoft Access, or Microsoft Excel is desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, or others in order to understand and/or clarify work requests. Prepares written documents with clearly-organized thoughts using proper sentence structure, punctuation, and grammar, in order to document work completed, problems inputting data, and status reports.

Manual/Physical: Distinguishes colors to input GIS data. Operates a motor vehicle requiring a standard Arizona License to make field inspections and field checks on completed work. Learns to monitor terminal graphics and messages to determine compliance with digitizing procedures. Learns to inspect the plotter process to determine compliance with operating standards. Measures distances using a tape measure or calibrated instruments. Moves objects of up to 50 pounds or more (i.e., roll paper, paper cartons, digitizing tablets, etc.) for distances of up to 150 feet. Learns to create charts, schedules, graphs, maps, presentation graphics, etc. Uses a variety of cleaning fluids (i.e., toners and clear dispersant) to clean equipment. Learns to operate a variety of office equipment (i.e., a personal computer (PC), printer, etc.) to enter data or information for studies, projects, and work assignments. Learns to prepare reports, plans, and maps for distribution to consultants, contractors, and other City employees. Meets scheduling and attendance requirements.

Mental: Learns to interpret work plans (i.e., as-builts, construction, site plans, blueprints, etc.). Learns to apply the techniques of drafting to produce neat, precise, and well-balanced maps/drawings. Learns to prioritize work assignments. Learns to comprehend and makes inferences from written procedures and specifications. Learns to conduct research to properly identify information from data and plans. Learns to perform mathematical calculations, statistical computations, and to apply fractions, percentages, ratios and proportions, algebra, geometric constructions, and the essentials of trigonometry. Learns to do the following: digitize data conversions; utilize data for map layout and plotting, and update maps as new information is obtained; operate a computer workstation for inputting data used to create maps; prepare map products on a computer workstation; identify and document problems; understand procedures, terminology, and the use of system menus and operational system panels; determine the accuracy of source information for building a map; perform detailed records research; apply research to ensure the precision, accuracy, and completion of GIS maps; create new mapping products and determine command sequence to quickly convey information; and become familiar with the procedures regarding input of GIS data standards.

Knowledge and Abilities:

Knowledge of PCs.

Ability to:

learn to prepare neat and precise maps from plans, sketches, verbal descriptions, and specifications;
act as a contributing member of a project team;
maintain a high level of attention to detail for quality control purposes;
learn to maintain effective documentation and system backups of maps and data;
learn to assist in providing data and maps for detailed operation analysis;
learn to become familiar with industry-specific terminology and symbology such as fire, water, wastewater, or planning and zoning;
learn the existing GIS system; and
establish and maintain effective working relationships with management, coworkers, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Update Distinguishing Features 11/15

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EEO-Tech

JOB FCTN-TEC

INCREMENTS 42-200

PAY GRADE: 44

IND-8810

SWORN-No