



# Consolidated Waterworks District Number 1

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## JOB DESCRIPTION

**POSITION TITLE.....:** GIS Technician I  
**DEPARTMENT.....:** Engineering  
**REVISED.....:** 08/2023  
**REPORTS TO.....:** GIS Supervisor  
**REVIEWED.....:** 08/2023  
**WAGES.....:** Hourly

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### **SUMMARY:**

Maintain the record drawings, databases, and associated documents of the District's Water Distribution System and Water Treatment Facilities.

### **BASIC FUNCTIONS:**

1. Create and update distribution system maps using ArcPro and ArcGIS Online.
2. Keep up to date records of private developments, CIP, Local, and In House projects.
3. Assist in creating content for management to interpret GIS data and make informed decisions on operation and maintenance of the Water System.
4. Import field data from GPS devices and perform quality control on imported data.
5. Use the GPS data to update existing features or add new features using ArcGIS.
6. Research and resolve issues with field electronic equipment.
7. Provide training to co-workers in the use of field electronics and apps.
8. Other Duties as directed.

### **OTHER REQUIREMENTS:**

1. Ability to keep precise records.
2. Knowledge of basic geometry and trigonometry.
3. Knowledge of water modeling is desired.
4. Ability to troubleshoot.
5. Highly responsive, with a positive attitude, capable of working in a diverse team environment, and handling multiple tasks with competing priorities.
6. Strong verbal and written communication skills.
7. Efficient typing skills and the ability to use various software and web apps.
8. A willingness to work closely with fellow employees.
9. Ability to react to priority and emergency situations quickly.
10. Maintain personal telephone services.
11. Valid Louisiana driver's license.

### **EDUCATION/EXPERIENCE:**

1. Bachelor of Applied Science in Geospatial Analysis and Intelligence or a minimum of four years' geospatial analysis experience using ArcPro, ArcMap, or other ESRI GIS products.
2. Experienced user of AutoCAD is desired.
3. Must possess the ability to read and interpret mechanical drawings.
4. Must be able to comprehend verbal instructions as well as read and comprehend written instructions, maps and details.