



POSITION DESCRIPTION GEOGRAPHICAL INFORMATION SYSTEM (GIS) ANALYST

DEPARTMENT: Engineering Services FLSA STATUS: Hourly

SECTION/GROUP: UAW-Local 867 GRADE: 10

REPORTS TO (Title): Engineering Services Supervisor
Utility Operations Director

SUPERVISES (Titles): N/A

POSITION SUMMARY

Under the general guidance and direction of the Engineering Services Supervisor, responsible for developing, operating, and maintaining the GIS system for the water, natural gas, fiber optic and electric utilities. Responsible for GIS program planning, coordination, GIS mapping, database management, and application development.

DISTINGUISHING CHARACTERISTICS

Subject matter expert for all components of geographical information systems. Exhibits personal and professional integrity at all times, consistent with the organization's mission and values.

JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential functions of the position include, but are not limited to the following:

- Actively supports Austin Utilities' mission, goals, objectives, and strategies, and promotes them within the utility. Exhibits personal and professional integrity at all times, consistent with the organization's mission, vision and values.
- Develop plans and procedures for the use of GIS to meet the needs of the Utility.
- Create, operate, and maintain a GIS system for the water, natural gas, fiber optic and electric utilities.
- Perform planning, development, and administration of GIS data sets; to include development of databases and applications for record, database management, manipulation and data entry.
- Creates maps using ESRI ArcGISPro and AutoCAD software for internal and external customers using geo-spatial data.
- Provides GIS database information and data for use by the public, other departments, and outside agencies.
- Manages installation, configuration, upgrades, and support of GIS system including databases, software, and user applications.
- Provides user training in the use of GIS software and applications. Develops, maintains and updates operational procedures and documentation.
- Develops GIS solutions and provides support after the product is delivered, incorporates software solutions within the GIS architecture in order to meet the future needs of the organization.



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- Manages GIS products serving user's needs, administering GIS databases, and managing GIS web services.
- Prepares and updates engineering drawings and schematics using computer aided design (CAD) equipment and software.
- Performs a variety of office related functions, including preparing permits, correspondence, maps, and presentation materials, brochures, printing materials, answering phones and responding to inquiries.
- Compile data and assist in completing reports for various governmental agencies including U.S. Pipeline and Hazardous Materials Safety Administration.
- Assists in preparing, obtaining, filing, and researching utility easements.
- Follows established departmental policies and procedures
- Maintains good attendance and punctuality
- Maintains skills and knowledge in proper techniques for performing job functions. Maintains a clean and safe work environment and recognizes unsafe working conditions. Ensures the proper safety practices, job briefings, and safety attitude at work. Utilizes proper body mechanics and maintains ergonomically correct position in performing duties.
- Assumes personal responsibility for professional development and ongoing education to maintain proficiency. Communicates self-development and learning needs to supervisor.
- Performs other duties as assigned by department supervisor/director.

Peripheral Duties

- Serves as a member of various organizational committees and attends meetings.

[This position may encounter non-public data in the course of these duties. Any access to non-public data should be strictly limited to accessing the data that are necessary to perform the duties. While data is being accessed, this position should take reasonable measures to ensure that non-public data is not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the non-public data.]

MINIMUM QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

Education:

- A) An Associate's Degree from an accredited technical or community college in Geographic Information Systems (GIS) or related field such as Geography, Engineering Technology, Civil Engineering, Computer Science with an emphasis in GIS coursework and training; and

Experience:

- Minimum two (2) years of full-time experience with GIS mapping and database management using ESRI ArcGIS software; or
- An equivalent combination of experience and education.



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Special Requirements:

- Must possess a valid Minnesota Driver's License with an acceptable driving record.
- Successfully complete modules for the covered tasks required for this position under Austin Utilities Operator Qualification Manual.

Knowledge of:

- Knowledge of principles, theories, and methods of GIS as applied to designing, planning, and maintaining information files;
- Considerable skill in database management including SqlServer, and proficient using the following software: ArcGISPro, Portal for ArcGIS, ArcGIS Online, AutoCAD, Microsoft Office Suite;
- Ability to accurately prepare, organize and maintain field and office data, reports and systems; Ability to effectively communicate complex technical information, orally and in writing, to contractors, developers, property owners, employees, consultants, other governmental agency representatives, City officials and the general public; Ability to carry out detailed oral and/or written instructions with a minimum of supervision; Ability to establish and maintain effective working relationships with utility and other city employees, private contractors, engineers, businesses and residents.

Ability to:

- Work effectively in the energy, gas and water disciplines.
- Utilize computer databases and software in the performance of a wide variety of tasks.
- Ability to work independently and to complete daily activities according to work schedule.
- Ability to facilitate change management.
- Ability to keep accurate records of information and work with detailed information for sustained periods of time.
- Ability to utilize computer, databases, software, computers and mobile technology in the performance of a wide variety of tasks; carry out work assignments as instructed; communicate effectively orally and in writing in the preparation of reports and presentations.
- Communicate effectively orally and in writing in the preparation of reports and presentations; establish and maintain cooperative work relationships with those contacted in the course of work.
- Ability to listen and communicate in an alert, positive, respectful and supportive manner with customers, co-workers, supervisors and other departments and establish and maintain cooperative work relationships with those contacted in the course of work.
- Ability to use and operate equipment and tools properly and safely.
 - Motorized vehicles and equipment including pick-up, electrical testing equipment, and various hand tools.
- Must be physically capable of moving about on construction work sites.

COMPLEXITY

The overall complexity of this position is moderately high. While performing the normal duties of this job, processes, procedures, or software vary from one assignment to the next. Assignments are still related in function and objective.



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RESPONSIBILITY

Supervision

Limited supervision is provided while performing the normal duties of this job.

This position exhibits no formal supervisory responsibilities but may coordinate work with other individuals as a team member or project lead.

Impact

While performing the normal duties of this job, this position's work product or services affect the accuracy, reliability, or acceptability of further processes or services.

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves sedentary to light work. There is frequent need for close vision and ability to adjust focus; sit, handling, fine dexterity, hearing and talking frequently, standing, frequent walking, lifting (up to 10 pounds), carrying, pushing/pulling, reaching and foot controls occasionally; kneeling, crouching, bending, twisting, climbing and balancing rarely. Perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a base-by-case basis.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.