

Job Description

Job Title: GIS Technician

Area: Water (400)

Pay Grade: 6

Reports To: Water Superintendent

Job Summary:

To maintain mapping system, cross connection and preventive maintenance.

Essential Functions:

1. Type letters, reports and other material.
2. Independently prepares recurring reports for signature.
3. Establishes and maintains a variety of files and records including; but not limited to electronic mapping.
4. Maintains controls files of matters in progress and follow-up to ensure that actions are completed.
5. Coordinates some offices functions with other department offices.
6. Performs other duties as requested by supervisor.
7. Must maintain the cross connection program and records for the MSDH.

Educational Requirements

1. Must have a Bachelors of Science Degree or (8) eight years in AutoCAD or other related computer drafting.

Job Requirements:

1. Must be able to walk, stand, lift 10lbs. and occasionally lift or carry such articles as computer printouts, notebooks, ledgers, small tools etc...
2. Must be able to maintain detailed base maps with features and attributes.
3. Must be able to perform data entry and collection GPS data collection.
4. Must be able to carry out routine job requirements without direct supervision and accomplish all assignments without constant supervision.
5. Must be able to speak clearly and concisely and listen carefully.
6. Must be able to easily change from one activity to another.
7. Must have and maintain a valid Mississippi Driver's License.

I understand that the duties and responsibilities above are not all inclusive and other duties and responsibilities may be expected of me in the performance of this job. I realize it is my responsibility to ask my supervisor for clarification if at any time I do not understand what is expected of me in the performance of this job. I understand that I must be able to perform all essential functions of this job, with or without accommodation, and that if at any time I am not able to perform all essential functions of this job, with or without accommodation, I am to promptly notify my immediate supervisor. By signing below, I am stating that I have read and understand this job description in its entirety, and am verifying that I can perform the essential functions of this job.

Employee Signature

Date