



Submit resume by going to [www.cityofwaterlooiaowa.com](http://www.cityofwaterlooiaowa.com) clicking on Career Opportunities, reviewing the position and following the directions to submit a resume. **We will not accept mailed, faxed, hand-delivered or directly mailed resumes.** Deadline to submit a resume is noon Friday June 9<sup>th</sup>.

**CIVIL SERVICE NOTICE  
CITY OF WATERLOO, IOWA  
OPEN EXAMINATION  
GEOGRAPHIC INFORMATION SYSTEMS (GIS) TECHNICIAN**

<b>DEPARTMENT</b>	<b>ENGINEERING</b>
<b>SALARY</b>	<b>\$27.27, WITH \$1.00 INCREASE AFTER 6 MO</b>
<b>FLSA</b>	<b>NON-EXEMPT</b>
<b>CIVIL SERVICE</b>	<b>INCLUDED</b>
<b>BARGAINING UNIT</b>	<b>CONSTRUCTION &amp; PUBLIC EMPLOYEES LiUNA Local #177</b>

**GENERAL STATEMENT OF DUTIES**

The GIS Technician's responsibilities include as-built interpretation, posting information to GIS layers, maintenance of Engineering's GIS data, mobile data collection support, creation of mobile apps for locating infrastructure in the field, communication with field personnel and engineers, map production, occasional CAD work, and other miscellaneous projects. The work is performed under the general direction of professional engineering staff, but considerable leeway is granted for the exercise of independent judgment and initiative. No supervisory responsibilities.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative only)**

These functions are considered essential for successful performance in this job classification.

1. Maintain the Engineering Department's GIS data as well as quality check the data for inaccuracies.
2. Interpret as-built drawings and post information to appropriate GIS layers.
3. Check accuracy of mapping system via field verification.
4. Participates in the digitalization of base maps and the incorporation of other digital information into the GIS system using cartographic, analytical and other techniques to present GIS data.
5. Transfers a wide variety of digital data into or out of the GIS system.
6. Assists City departments with GIS-related activities and attends various City meetings as directed.
7. Troubleshoots user's problems with hardware and software and provides technical assistance to general office staff in the use of ESRI software as required.
8. Develops macros to manipulate and utilize GIS data.
9. Inspects and maintains hardware such plotters, scanners and computers, including making some minor repairs as needed.
10. Works independently and with others with limited supervision.
11. Assigns official house or building numbers to property and post information to appropriate GIS layers.
12. Researches and evaluates infrastructure and utility information and provides technical information and assistance to City personnel and the public. Initiates contact with City personnel, private

- utilities, engineering firms and the public to verify infrastructure and utility information, resolve problems, and exchanges information to ensure accuracy of GIS mapping and infrastructure data.
13. Performs other duties as assigned.
  14. Regular attendance on the job and at the work site is required
  15. Performs all work duties and activities in accordance with City policies, procedures and OSHA, City and Engineering Department safety rules and regulations.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

1. Ability to successfully assess and apply best practices and current technologies to enhance the attainment of the City's GIS objectives.
2. Ability to balance several job functions at one time and plan, organize and prioritize assignments; ability to meet deadlines.
3. Ability to work in a team environment to achieve the current and future GIS goals of the Engineering Department.
4. Ability to read, analyze and record complex technical data and computation and prepare written reports.
5. Current knowledge of GIS best practices.
6. Ability to work independently with minimum supervision.
7. Ability to communicate clearly and concisely orally and in writing, analyze and interpret data, review materials on a variety of technology issues, give recommendations and respond to questions and concerns from City employees in a clear, concise and easily understandable manner.
8. Ability to establish and maintain effective working relationships with City staff.
9. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.
10. Extensive knowledge of ESRI software.

#### **ACCEPTABLE EXPERIENCE & TRAINING**

1. Bachelor's Degree from an accredited college or university in Geographic Information Systems, Planning, Computer Science, Geography, Civil Engineering or closely related field.

#### **OR**

- Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.
2. Experience with GIS technology best management practices.
  3. Experience interacting with a diverse group of individuals.
  4. Experience analyzing GIS technical requirements to appropriately plan for and address GIS technology needs.
  5. Project management experience helpful.

#### **ESSENTIAL PHYSICAL ABILITIES**

1. Sufficient speech and hearing that permits the employee to communicate effectively with staff, coworkers, elected officials and vendors in person or by telephone.
2. Sufficient personal mobility that permits the employee to operate a passenger vehicle safely and travel from City Hall to other City departments at various locations around the City.
3. Sufficient vision to perform work on a personal computer and perform other technical and administrative responsibilities.

## **MISCELLANEOUS**

1. Must comply with City of Waterloo Residency Policy for Critical Employees (physically reside within thirty-mile radius of Waterloo City Hall-will be given reasonable compliance period as determined by department head).
2. The City of Waterloo will conduct a background investigation including education, employment and criminal history checks on any applicant being considered for this position.
3. Following a conditional offer of employment, the City of Waterloo reserves the right to require a physical examination and a drug test by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position.
4. Must submit to and successfully pass panel interview and subsequent interview(s) by the City Engineer or his designee(s).

## **ESSENTIAL PHYSICAL ABILITIES**

The following physical abilities are required with or without accommodation.

1. Sufficient strength and flexibility to perform assigned tasks.
2. Sufficient speech and hearing that permits the employee to communicate effectively with coworkers and the public.
3. Sufficient depth perception, distance and peripheral vision to safely operate vehicles and equipment in all weather conditions and to observe distance of golfers; sufficient color vision to note flag and tee markers and observe and diagnose turf diseases; sufficient dexterity to safely operate powered and manual golf course maintenance tools and equipment; sufficient hearing to understand verbal instructions, respond to questions from the public, diagnose equipment malfunctions and hear warnings of golfers.
4. Sufficient mobility that permits the employee to operate required equipment safely in all types of weather.

## **WORK SCHEDULE**

Will generally work Monday-Friday, 8:00 a.m.-5:00 p.m. but may be required to work outside of normal business hours to perform technology changes, updates or special projects. Will occasionally travel for meetings or conferences.

## **ORAL EXAMINATION**

All qualified candidates who apply by the deadline date will be required to appear before an interview panel consisting of a minimum of three people who have expertise in the areas being tested. An individual must receive a minimum average score of sixty points out of one hundred to achieve a passing score on the interview. The top applicants, as ranked by their scores on the interview, will be the individuals placed on the certified list. Applicants who qualify as outlined and are full time regular employees of the City of Waterloo shall have one additional point per full year of employment up to a maximum of five points added to their final score. Honorably discharged men and women from the military or naval forces of the United States who qualify per provisions of Chapter 35 of the Code of Iowa and who are citizens and residents of the United States shall have five additional points added to their final score upon submission of their DD214 or ten points added if they were awarded a Purple Heart or have a service connected disability. Employment is contingent on possession of a good driving record based on City of Waterloo driver performance criteria and passing a post job offer physical and drug test.

**ORAL EXAMINATION DATE**

All qualified candidates who apply by the deadline date will be notified of the time, place and date of the oral examination.

**GIS TECHNICIAN 2023**

**[Click Here to Apply](#)**

**A.A./E.E.O.**

**Minority, female & disabled individuals are encouraged to apply.**