

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE:	Geographic Information System (GIS) Technician	GRADE LEVEL:	13
CLASSIFICATION:	Non-Exempt (Part-time)		

<u>Job Description:</u>	Responsible for developing and managing GIS data within the ArcGIS Environment; creating GIS-based map products; completing GPS data collection; supporting Departments with GIS data development, analysis, and support activities; working closely with town departments in assisting with the development and management of GIS data.
<u>Accountability:</u>	Works under the general supervision of and is accountable to the Community Development Director
<u>Equipment Used:</u>	General office equipment such as a computer, workstation, scanner, plotter, GPS Equipment, photocopier, fax machine, telephone, calculator etc.
<u>Environment:</u>	Inside: <u> 85 </u> % Outside: <u> 15 </u> %

Duties and Responsibilities:

<p>Note: Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.</p>	<p>Independent Action:</p> <p>Functions independently in the design, implementation and general operational maintenance and promotion of the GS system and its related databases. Identify and document all GIS related industry standards and to make recommendations to set guidelines and regulations related to GIS projects. Has ongoing responsibility for the interpretation, administration and enforcement of these regulations, as well as amendments needed. Required to work courteously and professionally within these guidelines and to exercise sound judgment in the administration of his/her duties.</p> <p>Problem Solving:</p> <p>Required work includes a wide range of computer activity; project/consulting coordination, program promotion, educational dissemination, and considerable technical expertise. Decisions require effective utilization of GIS equipment and the proper application to accomplish a variety of tasks with a high level of organizational skill. Diplomacy is required at all times as well as the ability to work in an often busy environment.</p> <p>Interrelationships:</p> <p>Required to routinely contact other employees, members of the general public, engineers, surveyors and consultants, agency representatives and Town Boards, Committees and Commissions; considerable diplomacy, patience and restraint is required; sound judgment is essential when dealing with conflict and high pressure situations within and outside of the town structure.</p>
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Physical Activity Requirements:
Frequently, Occasionally, Seldom, Rarely or Not Required

PRIMARY PHYSICAL REQUIREMENTS		OTHER PHYSICAL CONSIDERATIONS	
LIFT up to 10 lbs.:	Frequently	Twisting	Occasionally
LIFT 11 to 25 lbs.:	Occasionally	Bending:	Occasionally
LIFT 26 to 50 lbs.:	Occasionally	Crawling:	Rarely
LIFT over 50 lbs.:	Rarely	Squatting:	Occasionally
CARRY up to 10 lbs.:	Frequently	Kneeling:	Occasionally
CARRY 11 to 25 lbs.:	Occasionally	Crouching:	Occasionally
CARRY 26 to 50 lbs.:	Occasionally	Climbing:	Rarely
CARRY over 50 lbs.:	Rarely	Balancing:	Rarely
REACH above shoulder height:	Occasionally	WORK SURFACE(S) Standard office desk and chair. Computer/copier. Carpet and vinyl flooring	
REACH at shoulder height:	Occasionally	DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:	
REACH below shoulder height:	Occasionally		
PUSH/PULL:	Occasionally		
HAND MANIPULATION			
Grasping:	Frequently	Consecutive Hours 1 2 3 4 5 6 7 8	Total Hours 1 2 3 4 5 6 7 8
Handling:	Frequently	Sit	3-4 5-6
Torquing:	Not required	Stand	1-2 1-2
Fingering:	Frequently	Walk	1-2 1-2
Controls and Equipment:	Required **		
Controls & Equipment** ✓ Computer, plotter, scanner, GPS equipment, telephone, copy machine, printers, etc.			

Cognitive and Sensory Requirements:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for taking instructions and information.
Sight:	Necessary for the performance of duties.
Tasting & Smelling:	Not required for the performance of the function of this position.

Specific Vocational Preparation Requirement(s):

	Short demonstration only		Any "beyond short" demonstration up to and including 30 days.		30-90 days
	91-180 days		181 days to 1 year		1 to 2 years
<input checked="" type="checkbox"/>	2 to 4 years		4 to 10 years		Over 10 years

<u>Required:</u>	Experience with ArcGIS software, GIS data development and Geodatabase design. Knowledge of GIS best practices for municipalities, Logical Data Modeling and relational databases, cartography and surveying techniques, Assessors property maps (parcel maps), NH GRANIT Datalayers, Pictometry, GPS field collection, TIGER products (US Census Bureau) and survey plans. Familiarity with municipal government and utility operations. Ability to provide customer service and communicate and interact with co-workers and the general public.
<u>Experience</u>	Bachelor's degree in Geography/Cartography/GIS/Civil Engineering/Land Surveying or related discipline with 2-4 years of experience in the GIS field, or related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.
<u>Supervisory experience:</u>	Supervise Interns
<u>Licensure/ Certification Requirements:</u>	College level certificate in GIS or related field preferred.
<u>Other Training, and/or related Skills</u>	Knowledge of Microsoft Office software products including Word, Excel, Access and Outlook.
Summary of Occupational Exposures:	
<u>Summary of Occupational Exposures:</u>	Possible exposure to poison ivy, poison oak etc. during use of GPS unit. Possible exposure to photocopier toner.
Other Considerations and Requirements:	
The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.	

I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description is representative of the position, not all inclusive.

Signature

Date