

# TOWN OF MILFORD - JOB DESCRIPTION

<b>JOB TITLE:</b>	GIS Tech	<b>GRADE LEVEL:</b>	6
<b>CLASSIFICATION:</b>	Non-Exempt, Reg Part-time/Reg Full-time	<b>DEPT:</b>	DPW/OCD
<b>CREATED:</b>	07/03/18	<b>REV DATES:</b>	7/9/2020 6/6/2019

<b>Job Description:</b>	Under the direction of the Community Development and the Public Works Directors, the intern selected will assist staff with inputting existing assets and their associated data into the town's asset management software (Cartegraph OMS and ArcGIS) online.
<b>Accountability:</b>	Reports to the Public Works Director and/or the Community Development Director or designee.
<b>Equipment Used:</b>	Equipment used includes, but is not limited to: GIS Equipment, computers, keyboards, telephones, cameras and other related equipment.
<b>Environment:</b>	<b>Inside:</b> <u>50 %</u> <b>Outside:</b> <u>50 %</u>

## Duties and Responsibilities:

<p><b>Note:</b> 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>	<ol style="list-style-type: none"> <li>1. Experience using AutoCAD, ESRI, ArcGIS/ArcView.</li> <li>2. Basic understanding of geographical information systems (GIS), or computer aided design (CAD) methodology and principles.</li> <li>3. The primary duties for interns will be to assist in updating the City's GIS databases relating to buildings, streets, water, sewer, and storm drain utilities, as well as other infrastructure data.</li> <li>4. Input existing assets into the Town's Asset Management Software (Cartegraph OMS and ArcGIS).</li> <li>5. Conduct field work and field investigations.</li> <li>6. Collect public infrastructure and storm water data using GIS.</li> <li>7. Map preparation.</li> <li>8. May train new interns on processes.</li> <li>9. Perform other support functions as needed and/or other duties as assigned.</li> </ol>
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## Physical Activity Requirements:

Frequently, Occasionally, Seldom, Rarely or Not Required

<u>PRIMARY PHYSICAL REQUIREMENTS</u>	F	O	S	R	N	R
LIFT up to 10 lbs.:	X					
LIFT 11 to 25 lbs.:		X				
LIFT 26 to 50 lbs.:			X			
LIFT over 50 lbs.:					X	
CARRY up to 10 lbs.:	X					
CARRY 11 to 25 lbs.:		X				
CARRY 26 to 50 lbs.:			X			
CARRY over 50 lbs.:					X	
REACH above shoulder height:	X					
REACH at shoulder height:	X					
REACH below shoulder height:	X					

<u>OTHER PHYSICAL CONSIDERATIONS</u>	F	O	S	R	N	R
Twisting	X					
Bending:	X					
Crawling:				X		
Squatting:		X				
Kneeling:		X				
Crouching:		X				
Climbing:					X	
Balancing:	X					
<b><u>WORK SURFACE(S)</u></b>						
Standard office desk and chair. Carpeted, concrete and tile floors. Grass, dirt, mud or asphalt when in the field. Ability to traverse						

PUSH/PULL:		X				
<b>HAND MANIPULATION</b>						
Grasping:	X					
Handling:	X					
Torquing:						X
Fingering:	X					
Controls and Equipment: <b>Required</b>	X					

rocks, uneven territory, mud and other elements of nature.		
<b>DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:</b>		
	<b>Consecutive Hrs</b> 1 2 3 4 5 6 7 8	<b>Total Hrs</b> 1 2 3 4 5 6 7 8
Sit	<b>2-3</b>	<b>3-4</b>
Stand	<b>2-3</b>	<b>4-5</b>
Walk	<b>1-2</b>	<b>1-2</b>

**Controls and Equipment:**

General office equipment, mobile devices, GPS Unit, digital camera, etc. Work is performed inside and out of doors in an environment which may include exposure to physical elements and/or to a number of disagreeable working conditions.

### Cognitive and Sensory Requirements:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for communicating with staff, vendors and the public.
Sight:	Necessary for working on accounts, filing, etc.
Tasting & Smelling:	Not required.

### 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	X	1 to 2 years
	2 to 4 years		4 to 10 years		Over 10 years
<b>Required:</b>	<ol style="list-style-type: none"> <li>1. Good driving record</li> <li>2. Successful completion of at least one term of post-secondary education</li> <li>3. Experience using AutoCAD, ESRI, ArcGIS/ArcView</li> <li>4. Excellent oral and written communication skills.</li> <li>5. Ability to communicate effectively, in a clear, concise manner</li> <li>6. Be courteous and tactful when dealing with public, co-workers and/or supervisors</li> <li>7. Ability to maintain a professional demeanor and establish effective working relationships with associates, the public and staff.</li> <li>8. Ability to meet deadlines while maintaining accuracy and attention to detail in an environment of frequent interruptions.</li> <li>9. Ability to prepare and maintain, complete, accurate records</li> <li>10. Knowledge of equipment used in GIS and Cartograph.</li> </ol>				
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Basic field investigation experience preferred. Training will be provided as needed.</li> <li>2. Basic understanding of geographical information systems (GIS), or computer aided design (CAD) methodology and principles is recommended.</li> </ol>				
<b>Supervisory experience:</b>	N/A				
<b>Licensure/Certification Requirements:</b>	Must possess a valid NH Driver's License.				
<b>Other Training, and/or related Skills</b>	<ol style="list-style-type: none"> <li>1. Working knowledge of office equipment, including but not limited to personal computer, fax machine, calculator, copier and telephone.</li> <li>2. Experience using Microsoft Office</li> </ol>				

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|  | <ol style="list-style-type: none"> <li>3. Ability to establish priorities and work on multiple tasks.</li> <li>4. Ability to perform manual work under varying weather and working conditions.</li> </ol> |
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### **Summary of Occupational Exposures:**

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- Some exposure to cleaning fluids, copier toner, etc.
- Exposure to extreme heat or cold performing field work during inclement weather.
- May be exposed to herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, and fertilizers.
- May be exposed to poison ivy, oak, or sumac, and insects such as wasps, hornets, bees etc.
- Sun – wear sun block!

### **Other Considerations and Requirements:**

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1. Supervision required - Minimal. Goal is to function autonomously once the individual is familiar with scope of project.
2. Staff has demonstrated, or is able to demonstrate, mastery of required skill set.
3. Must possess good oral and written communication skills.
4. Must be dependable.
5. Must be able to work independently while still being a team worker.
6. Must be willing to learn new processes or equipment.
7. Requires the ability to trouble shoot and/or problem solve in the absence of a supervisor.
8. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.
9. Requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff.
10. Requires that this employee treat the citizens of the Town and members of the staff with respect and courtesy to promote and maintain effective working relationships between taxpayers, the public and all Town departments.
11. Works with and interacts with different employees, public officials, and citizens of the community.
12. 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.

**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**

This job description was reviewed and approved by Dept Manager and HR on	7/9/2020
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