

AMADOR WATER AGENCY

Job Title: **GIS TECHNICIAN/INSPECTOR**
Department: Engineering
FLSA Status: Non-Exempt
Bargaining Unit: AWA Employees' Association
Approved By: General Manager
Approved Date:

SUMMARY

Under direction of the Engineering Supervisor, is responsible for:

Inspecting, coordinating and overseeing the construction of facilities related to the water and wastewater operations of the Agency. Creating and maintaining GIS data related to the Agency's system maps; producing new maps and completing GIS analysis and development of maps for special projects; performing skilled delineation work for maps, drawings, charts and graphs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

GIS Technician:

Prepare and maintain Agency systems maps using GIS software; create and edit facility locations which may require the use of engineering plan sets, assessor parcel maps, public entity drawings, legal descriptions, easements, rights-of-way, aerial photos, GIS data, interpretation of rough sketches and data collected by field personnel or engineering staff, CAD drawings or GIS layers and databases in various formats. Make field visits to verify existing conditions and collect data for map updating; use GPS equipment and software. Create maps on demand for special projects or presentations which may require the use of DEMS, coordinate system conversions, contour lines, generation of reports or GIS analysis. Develop and refine written procedures for all aspects of GIS data development and use of Agency hardware related to mapping. Assist in the interface of the Agency CAD based map system with other Agency software and database systems. Maintain lines of communication and professional working relationships with other agencies and offices in and around Amador county related to GIS to facilitate acquisition of new and updated data sets.

Inspector:

Review construction in accordance with plans and Agency specifications; coordinate change orders with the project manager; prepare construction diary and reports; review plans, As-Builts and plan check projects; coordinate final project approval. Read, understand and interpret construction plans and specifications; develop punch lists; communicate closely with contractors, vendors and field personnel during construction and final. Measure distances to verify accuracy of structural installations and layouts.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of the nomenclature, techniques and instruments used in GIS, engineering and mapping; knowledge of the use of AutoCAD, GPS Pathfinder, SQL database, ArcGIS/Munsys and Microsoft software suites as well as a basic level of knowledge in the technical concepts and issues related to computer networks. Knowledge of the fundamentals of database management.

Familiarity with plotters and printers and engineering office and field practices, including operation of equipment safely and following safety practices/procedures.

Ability to perform minimal geometric mathematical computations.

EDUCATION and/or EXPERIENCE

An Associate's Degree in GIS or Construction Management, GIS certification, PMP certification or Certified Public Infrastructure Inspector certification is desired. Two to four years' experience in GIS mapping OR two to four years' experience in construction inspection and/or construction trades or a reasonable combination thereof. A one year probationary period will apply. The incumbent will need to show appropriate proficiency levels within that timeframe. Educational requirements may be extended to provide adequate time to achieve certification levels.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Driver's License and a continuing acceptable driving record.

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

While performing the duties of this job, the employee is frequently required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl; climb steep hill sides, uneven ground; in and out of trenches and/or active construction sites. The employee may occasionally be exposed to toxic or caustic chemicals. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision. The employee may be required to sit for long periods of time.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and outside weather conditions. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually loud.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required.