

Sevier County Job Description



Title: GIS / GPS Technician	Department: GIS
Grade: 10	FLSA Status: Non-Exempt
Job Code: 372	Effective Date: 06/19

GENERAL PURPOSE

Performs a variety of **complex technical duties** related to the development or creation of digitized maps through a geographic information system (GIS) using ArcINFO, ArcGIS or related ESRI computer program application(s). Performs GPS technical functions to mark and record various mapping content for the county GIS system.

SUPERVISION RECEIVED

Works under the general supervision of the GIS Administrator.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

GIS

- Parcel Data – Using Recorders plat maps, legal documentation such as surveys or deeds, current and previously recorded to create parcel data;
- Grazing parcel data – creating and establishing digital layer for Assessor and updating as grazing requirements occur;
- Utilizes ArcView, ArcGIS, GOOGLE Earth and related GIS software, plotter and GPS equipment to create computerized maps.

GPS

- Conducts field exercises utilizing GPS equipment to pinpoint roads, structures, vegetation, culverts, bridges, cattle guard and sign inventories, etc.;
- Utilizes ArcGIS and related GIS software along with digitizing table, plotter and GPS equipment to create computerized maps;
- Assists with data editing and organizes data to ensure compatibility with county database;
- Operates computer to analyze, compose and converting mapping data;
- Captures and processes county-wide spatial data;
- Ensures accuracy of the system by verifying and auditing changes;
- Utilizes ArcGIS to effectively update the county wide data system.

MSAG

- Analyzing and updating MSAG addressing data;
- Auditing MSAG System data to confirm accuracy between Sevier, Emery, Wayne, and Piute counties MSAG data making corrections as needed;
- Working with other agencies, i.e.; Century Link, CentraCom and Emery Internet Service and state and local 911 system providers verifying addresses and making changes as needed.

OTHER

- Assists in the Recorder's office to create and implement GIS parcel data one day a week which represents 20% of an average work week.
- Performs other related duties as required including any advanced program training.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Graduation from college with an associate degree in geography, cartography, computer science or related field; plus two (2) years of related experience.

*An equivalent combination of education and experience may be considered.

2. Knowledge, Skills, and Abilities:

Working knowledge of

- ESRI related programs, technical tools and equipment;
- Mapping scales and their most appropriate use;
- Quality assurance and control methods;
- MSAG system;
- County geography.
- GPS Trimble equipment
- GIS Parcel Data Program

Skill in

- The use of various software applications including, ESRI applications, Arcview GIS, ArcInfo, ArcTools, Building Geodatabases, etc.;
- Motorized vehicles and operation.

Ability

- Communicate technical information effectively, verbally and in writing;
- Operate calculators and standard office equipment;
- Work independently;
- Lift 25 lbs;
- Develop effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

- Must possess a valid Utah driver's license.
- Resident of Sevier County.

4. Work Environment:

- Incumbent of the position performs both in a typical office setting with appropriate climate controls and in an outdoor setting on a project-by-project basis.
- Tasks require occasional physical activities, and some muscular strain, related to walking, standing, stooping, sitting, reaching, talking, climbing and lifting.
- Hearing, seeing and verbally communicating are essential to the effective performance of required duties.
- Rapid work speed required performing keyboard operations.
- Common eye, hand, finger, leg and foot dexterity exist.
- Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.
- Occasional travel required in course of performing portions of job functions.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
 (Employee)

I have reviewed this job description with the employee: _____ Date: _____
 (Supervisor Signature)