



# Charter Township of Plymouth

## Geographic Information System Technician

Regular, Part-Time Position

### Job Summary:

The GIS Technician is responsible for continuous administration, maintenance, configuration and updating of the geographic information system (GIS) and the Cityworks Asset Management Computerized Maintenance Management System (CMMS). The GIS technician works closely with all Township departments and end-users to effectively determine needs, evaluate requirements, and develop solutions to improve and implement GIS and CMMS functionality, integration, and automation.

### The GIS Technician performs a variety of duties, including, but not limited to, the following:

- Provides on-going system administration, maintenance and updates including configuration of the GIS and CMMS to meet department asset management needs.
- Configures, maintains and updates GIS and CMMS reports, worksheets, databases and maps to support the needs of all departments.
- Keeps up-to-date on GIS and CMMS upgrades, features, and enhancements.
- Coordinates with Township software vendors to maintain, support and upgrade GIS, CMMS and other software systems.
- Schedules, conducts and attends meetings with department end users, engineer consultants, contractors and vendors for purposes of maintaining and updating the GIS and CMMS.
- Conducts technical presentations and staff training for GIS, CMMS and other technologies.
- Provides timely GIS, CMMS and other software system technical assistance to end users (both in office and field).
- Researches, recommends, implements and updates GIS and CMMS Standard Operating Procedures.
- Manage/Setup field equipment including mobile devices and GPS receivers to pursue field asset data acquisition and quality control activities.
- Apply GIS, CMMS and other software data collection and reporting technologies to assist Township compliance with existing and future regulatory requirements.
- Performs Quality Assurance/Quality Control (QA/QC); Monitors data for quality control standards and requirements of spatial and tabular data capture, storage and use.
- Performs ongoing QA/QC for field and record data collected and entered into the GIS, CMMS, Office spreadsheets and databases.
- Develops and monitors compliance with QA/QC data standards for GIS and CMMS.

### **Work Environment and Physical Requirements**

- Works in an office setting on a regular basis with frequent field visits.
- Requires ability to sit or stand for an extended period of time
- Field work may include adverse weather, loud working conditions, and high levels of activity

### **Qualifications & Abilities**

- Bachelor of Science degree in geography, computer science, engineering or related field with GIS coursework preferred.
  - Associate's degree, in combination with training and experience, will be considered.
- Experience with ESRI ArcGIS, Azteca's Cityworks CMMS, and Microsoft Office spreadsheet and database software products preferred.
- Understanding of relational database concepts and the ability to update and maintain relational databases and link them to GIS/AM systems.
- Ability to explain and teach desktop GIS/AM skills to others and to communicate technical concepts clearly.

### **Supplemental Information**

**Starting Rate:** Based on experience. To be determined with management.

**Classification:** Regular, Part-Time Position. Non-exempt from FLSA. Hourly Position.

**Posting Dates:** Posted May 1, 2019 and will remain posted until filled.

**Work Week:** Working hours are flexible and subject to candidate input. The ideal candidate will have consistent availability and will work approximately 20 hours per week. The candidate's final schedule will be discussed and determined with management.

**Reports to:** Director of Public Services

**Plymouth Township is an Equal Opportunity Employer!**