



# Job Description

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees are required to follow other job-related instructions and to perform any other job-related duties as requested by their supervisor. Reasonable accommodation may be made to enable individuals with disabilities to perform the job functions described herein.*

**Job Title:** **GIS Technician**

**Department:** Capital Projects

**Pay Grade:** 106

**FLSA Status:** Non-Exempt

## **JOB SUMMARY**

Under general supervision, performs technical and specialized skilled work as related to the Capital Projects Division and the Geographic Information System (GIS). Work involves field location and data entry related to the development of spatial and tabular GIS data, CMMS data entry (work orders, requests, etc.) and identifying areas that contribute inflow and infiltration into the transportation system.

## **ESSENTIAL JOB FUNCTIONS**

- Gathers Global Position System (GPS) data (i.e. lines, manholes and appurtenances) for the creation/updating of the GIS database.
- Locates and inspects new and existing lines and services.
- Opens manholes for visual inspections.
- Creates work orders based on the corrective action needed for any defects.
- Communicates with customers concerning service questions or problems.
- Researches as-built drawings to determine sewer service availability for developers, engineers and property owners.
- Identifies areas that contribute inflow and infiltration into the transportation system.
- Receives, reviews, prepares and/or processes various records and reports such as locates, inspections, meter books, re-reads, and updates of past due permits.
- Refers to as-built drawings, card index, past due permit sheets, permit box, tax map books, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.
- Operates a District truck and a variety of machines and equipment such as global positioning system, service line camera, computer, printer, copier, etc.
- Interacts and communicates with various groups, individuals, contractors, customers, and members of the general public
- Performs other related duties as assigned.
- Assists the CMMS Coordinator and the GIS & Asset Management Supervisor with projects and tasks associated with the onboarding of District assets into multiple registries including but not limited to GIS and CMMS.

## **MINIMUM QUALIFICATIONS**

**Education and Experience:**

- Associate Degree in Engineering, Geography, Geometrics, GIS, Computer Science, or related field;
- Two (2) years of related experience; or
- Education, training, and/or experience.

**Licenses or Certifications:**

- Valid South Carolina driver's license.

**Special Qualifications:**

- Able to use or learn to use a variety of tools such as meter reading wand, metal detector, shovel, manhole hook, probe rod, measuring wheel, water pump, etc.; variety of machines and equipment such as global positioning system, service line camera, computer, printer, copier, etc.; a variety of supplies such as marking paint, flags, tracing dye, rubber gloves, bug spray, general office supplies, etc.; and a variety of computer software such as Pathfinder, Laserfiche, Microsoft Word, Charleston County Tax Map, Google Map, Lucity, Cartegraph, etc.

**Knowledge, Skills and Abilities:**

- Knowledge of the methods, policies, and procedures of the Capital Projects Division as they pertain to the performance of duties of the GIS Technician.
- Knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of computer software programs in a Windows environment, Microsoft Word, Excel, and Access.
- Knowledge of the occupational hazards and safety precautions necessary for wastewater transportation operations and related functions.
- Skill in the use and care of common tools and equipment employed.
- Ability to operate machinery used. Is able to understand and follow oral and written instructions.
- Ability to read and interpret technical materials pertaining to the responsibilities of the job.
- Ability to prepare required records and reports with accuracy and in a timely manner.
- Ability to perform required mathematical calculations with accuracy.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

**PHYSICAL DEMANDS**

The work is medium to heavy work. This requires exerting up to 75 pounds of force occasionally; and/or up to 30 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

**WORK ENVIRONMENT**

Works inside an environmentally controlled space occasionally; but will also work outside in adverse environmental conditions (e.g., heat, cold, and rain) for extended periods of time. Exposed to construction and water/wastewater site hazards, traffic, and moving machinery

*The North Charleston Sewer District has the right to revise this job description at any time and it does not represent in any way a contract of employment. My signature below indicates that I have received and reviewed the above description. I am able to perform the essential functions of my position with or without reasonable accommodation.*

---

Employee Signature

Date

---

Supervisor (or HR) Signature

Date