

# CITY OF GOSHEN, INDIANA

## POSITION DESCRIPTION

**Department:** Engineering

**Position:** Technician I

**Job Category:** LTC (Labor, Trades, Crafts)

**Scheduling:** 40 Hours

**FLSA Status:** Non-exempt (Hourly)

**Date of Announcement:** September 5, 2019

**Application Deadline:** Until position is filled

### **Essential Duties and Responsibilities:**

*The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive.*

- Develop geographic information system workflows that are documented with written operating procedures.
- Maintain and develop workflow integration with ESRI GIS Online and field deployed tablets.
- Deploy ESRI GIS Online applications for City staff and public use.
- Deploy ESRI Collector and Survey 123 applications.
- Utilize webhooks along with Integromat or Microsoft Flow to streamline field application workflow.
- Perform and oversee field data collection.
- Prepare maps for City and public.
- Configure and operate GPS equipment to collect field data.
- Assign/tag assets on maps for database input/retrieval; manages a “geocoding system”.
- Research, update, and maintain Civil City’s and the Public Works & Utilities geographic information system (GIS) assets.
- Maintains the City’s road mileage and condition assessment.
- Update the City’s asset inventory (GASB 34).
- Assist in the maintenance and cataloging of City paper and electronic records.
- Provide reviews, recommendations, and deployment of new applications and equipment.
- Provide information and assistance to other departments and the general public; answers questions relevant to public assets.
- Performs other related essential duties as required.

### **Minimum Training and Experience Required:**

- Vocational/technical training and/or civil technical knowledge and three to five years relevant work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.
- Ability to utilize specialized equipment and software including ESRI ArcGIS Desktop, ESRI ArcGIS Online, ESRI Collector, ESRI Survey 123, EOS GPS equipment, and Apple tablets.

### **Special Requirements:**

- No special licensure or certification is required.

### **Minimum Physical and Mental Abilities:**

- Ability to operate a variety of automated office machines.
- Ability to utilize departmental equipment and tools including drafting and survey instruments, GPS equipment, drone, metal detector, department vehicles, etc.
- Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching, and reaching; ability to engage in prolonged visual concentration.

**Mathematical Ability:**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data; must possess a working knowledge of list processing, algebra, trigonometry, analytical/descriptive geometry, logic statements, and programming.

**Language Ability and Interpersonal Communication:**

- Ability to comprehend and correctly use a variety of informational documents including maps, graphs, and other reports and records.
- Ability to comprehend a variety of reference books and manuals.
- Ability to prepare maps, charts, posters, signs, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use and interpret civil engineering and computer terminology and language.
- Ability to perceive and discriminate colors and shapes.
- Ability to use independent judgment, common sense, and principles of rational systems in the performance of tasks.
- Ability to work under stressful conditions.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly.
- Ability to advise and interpret the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to communicate effectively.

**Environmental Adaptability:**

- Ability to work effectively in an office environment and field environment to complete required tasks.

**Rate of Pay:**

Grade 11 as designated by current salary ordinance.

Min - \$20.29

Mid - \$24.30

Max - \$28.31

**Work Hours**

Monday - Friday, 7:00 a.m. - 4:00 p.m. Some afterhours work may be required.

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at [www.goshenindiana.org](http://www.goshenindiana.org). Click Job Opportunities. Candidates are encouraged to attach résumés that describe past experiences demonstrating their technical knowledge and proficiency in the maintenance and development of a GIS system.

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