

## OTTAWA COUNTY POSITION DESCRIPTION

<b>Job Title:</b>	GIS/Database Technician, Sanitary Engineering
<b>Reports to:</b>	Sanitary Engineer
<b>Job Status:</b>	Classified FLSA Non-Exempt Full Time
<b>Salary Range:</b>	\$27.75 - \$34.69 Hourly Rate (Effective 12/8/24)

### Job Summary

The GIS/Database Technician position for the Sanitary Engineering Department is accountable for the collection, recording and recovery of organizational information; assists with establishing and maintaining GIS programs; assists with the development, implementation, and maintenance of GIS applications and datasets for the Sanitary Engineering Department; assists in the daily operation of the GIS program, including the gathering of field data; assists in maintaining access to the county's GIS cadastral map through the Ottawa County Auditor's office; assists with field technology related activities with the Sanitary Engineering Department and Director of Information Technology for technology maintenance and upgrades; performs other duties as required and assigned.

### Essential Knowledge, Abilities and Skills, Education

- Associates Degree or related experience in a technical field or equivalent knowledge and experience with GIS, database software, and technology.
- Two (2) years' experience GIS administration background including a working knowledge of water distribution and wastewater collection systems preferred, but not required.
- Excellent and effective written and oral communication skills, strong background and understanding of math. Working knowledge of computers including GIS software, ArcGIS Pro, AGOL, Microsoft Operating Systems, Sequel, Explorer, Word, Excel and Access.

### Essential Functions of the Position

1. Supports department wide IT & data analysis.
2. Assists in maintaining technological hardware and software.
3. Helps to troubleshoot systems and workstations.
4. Work with County officials and consultants to coordinate project planning, design, construction, and record documentation activities.
5. Provide assistance in formulating techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data.
6. Review, monitor, and maintain knowledge of governmental regulations and other related information pertaining to water and wastewater and safety compliance requirements.
7. Support the development and implementation of efficient and secure procedures for data management and analysis with attention to technical aspects.
8. Respond to public and regulatory agency inquiries.
9. Assist with generating reports pertinent to the department's operations.
10. Ensure that GIS technology is used to maximize efficiency within the Sanitary Engineering Department
11. Assists staff to define GIS requests, develop GIS analyses, and integrate GIS, telemetry, and SCADA, into department workflow.
12. Assist in the administration of day-to-day operations of the GIS program, specifically focused on promoting, integrating, and supporting the use of GIS, SCADA, and telemetry technology.
13. Work with consultants and other outside experts to support the GIS system and other technical aspects of the Sanitary Engineering Department.
14. Ensure digital databases and archives are protected from data losses and security breaches.
15. Troubleshoot data-related problems and assist with modifications.
16. Collects GPS location data in the field as directed.

**Job Location**

Most of the work is performed in the Sanitary Engineering office at the Ottawa County Courthouse Monday – Friday 8:00 am – 4:30 pm; duties may include field inspections, observations, meetings and other site-specific related activities.

**Equipment Used**

Computers, various engineering and administrative software applications, GIS/GPS equipment and other testing tools and equipment

**Physical Requirements**

May occasionally require lifting objects up to 50 pounds, climbing ladders, crawling into tight spaces, standing, walking, sitting, etc.; must be able to work in various outdoor conditions including somewhat malodorous environments

**Critical Skills/Expertise**

- Advanced working computer skills and knowledge of ArcGIS, ArcGIS Pro, AGOL, GPS and data base software.
- Thorough understanding of cartography and geographic map reference systems, relevant by-laws, government policies and procedures.
- Excellent organizational skills and ability to meet deadlines with conflicting demands, while maintaining accuracy and orientation to detail.

**Other Responsibilities**

Other related functions and responsibilities as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

*Ottawa County is an Equal Opportunity Employer/Drug Free Workplace. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**ACKNOWLEDGMENT**

“I acknowledge that the above description is a representation of the major duties and responsibilities of this position. I understand the responsibilities and expectations and have been given an opportunity to seek clarification if and when I do not understand.”

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Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee’s Supervisor’s Signature

\_\_\_\_\_  
Date