



CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

DONALD R. GREBIEN
MAYOR

INTERNAL/EXTERNAL JOB POSTING

NOTICE

The City of Pawtucket is posting the following vacancy in Local 3960 AFSCME:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Public Works	Engineering	GIS Coordinator	T08 – \$45,815.85-\$52,600.41

Minimum requirements upon application:

Bachelor's Degree (in geography, computer science, or related field) and two years of experience working with GIS. Other essential capabilities as outlined in the job description.

PLEASE SUBMIT THE FOLLOWING:

- A cover letter;
- Resume;
- City of Pawtucket employment application, which can be found at www.pawtucketri.com under job opportunities (bottom of first page); and
- Copy of diploma.

Please email your entire packet to: HR@pawtucketri.com

Job Specifications are posted in the Personnel Division for your review
Candidates must meet minimum qualifications as stated in job description

Application Period: July 5, 2018 - until filled

The City of Pawtucket is an Equal Opportunity/Affirmative Action Employer and fully complies with the Americans with Disabilities Act.



CITY OF PAWTUCKET

Job Description

Job Title: Geographic Information System (GIS) Coordinator
Department: Public Works, Engineering Division
Reports To: Chief of Project Development
Grade Level: T08
Prepared By: MW/SAR/AJS
Prepared Date: January 2005
Approved By: Andrew Silvia, Chief of Project Development
Revised Date: May 20, 2016
Approved Date: May 20, 2016

SUMMARY

The GIS Coordinator is a full time, 35 hours per week position that works under the direction of the Chief of Project Development and/or City Engineer. This position performs a variety of technical and administrative support tasks with some measure of initiative and independence. Work involves updating and maintaining various plans, maps and records in both hard copy and digital format, as well as designing, creating, and maintaining Geographic Information System (GIS) related files. This position supervises the work of engineering aides and interns and contracted vendors. Ability to establish and maintain cooperative relationships with municipal officials, the public, and various State Agencies is essential. Other duties/functions within the Engineering Division may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Applies a body of GIS theory and principles in designing, creating, maintaining, and analyzing various GIS data. Uses cartographic and spatial analysis techniques to generate reports, plans, and other graphic representations. Develops standards for GIS data development, use, and distribution. Provides GIS-related technical guidance and assistance to City staff and the public.
- Performs computer-aided drafting (CAD) and mapping services, including preparation of plans for proposed Public Works projects, as-built drawings for completed projects, and updates to the City's CAD files and hard copy maps.
- Performs survey, GIS data collection, and inspections of street and utility infrastructure and construction work. Operates and maintains various surveying and GIS data collection equipment, including Real Time Kinematic (RTK) land surveying equipment, GPS-enabled tablets, smartphones, and other electronic data collectors.
- Oversees the archiving and information management needs of the Department of Public Works, Engineering Division. Supervises the research, acquisition, and implementation of new information and asset management applications and practices.
- Must be proficient in the use of computers, including strong knowledge of ESRI ArcGIS™, and Microsoft Office Suite software. Must be able to perform drafting using engineering equipment that includes large format printers and scanners. Should have a working knowledge of AutoCAD.

EDUCATION and/or EXPERIENCE

To perform this job successfully, an individual must have the educational background and experience noted below. Other combinations of education and experience that demonstrate the required level of expertise may be considered.

Education:

Bachelor's Degree in GIS, Geography, Computer Science, or a closely-related field from an accredited college, university, or technical institution.

Experience:

Two (2) years of progressively responsible experience in the development and deployment of GIS practices, projects, and equipment.

COMMUNICATION SKILLS

The following abilities are considered essential:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to read, analyze, and interpret technical information and legal documents.
- Ability to effectively present information to management, public groups, boards and the general public.

MATHEMATICAL SKILLS

The following abilities are considered essential:

- Ability to calculate figures and amounts such as percentages, areas, circumference, volumes, and angles.
- Ability to apply concepts of statistical analysis, algebra, geometry and trigonometry.

REASONING ABILITY

The following abilities are considered essential:

- Ability to define problems, collect data, establish facts, evaluate alternatives and make sound, independent decisions within established guidelines.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to plan daily and weekly work schedules, manage multiple assignments concurrently, and supervise the efforts of subordinate staff and contracted vendors.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license

Geographic Information Systems Professional (GISP), or the ability to obtain this certification within four (4) years of being hired.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel, crouch or crawl; and talk or hear. The

employee is occasionally required to sit. The employee must occasionally lift and or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. Must be physically capable of moving about on a construction work site and under adverse field conditions. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; and vibrations. The noise level in the work environment is moderate to loud.