

MIDDLE TENNESSEE NATURAL GAS UTILITY DISTRICT

JOB DESCRIPTION

Position: **GIS Technician**

Labor Grade: _____

Department: **Engineering**

O/T Status: **Non-Exempt**

Supervises: **None**

Reports to: **Manager of GIS**

Approved by/Date: MeS / 12-4-23

JOB SUMMARY:

The GIS Technician will be responsible for helping to maintain the company geographic information system (GIS), including performing intermediate technical work in database management and with the implementation of various GIS activities throughout the District. This position will also aid in training and assisting the District's operations personnel in the use and application of various GIS and GPS technologies, as well as producing maps and other cartographic products, including digital and paper formats, for Engineering staff and other MTNG personnel. The GIS Technician will be assigned to work in Smithville, TN but may be required to travel throughout the district to interact with the processes and individuals related to various functions that effect the activities of the MTNG mapping and GIS program. Work hours will generally be 8:00 a.m. to 5:00 p.m. Monday through Friday with a one-hour lunch break. Work done other periods of time may be required as requested by the Manager of GIS or the GIS Analyst.

JOB DUTIES (including, but not limited to):

1. Strict adherence to all MTNG policies and procedures.
2. Work effectively with computer mapping software to perform day-to-day tasks in the process of the GIS mapping program and other Engineering related functions.
3. Produce cartographic products, in digital and paper format, for Engineering staff and other District employees.
4. Responsible for printing map books for frequently used maps.
5. Review existing and incoming data for quality control to assure the integrity of GIS data and applications.
6. Update and maintain data connected to the geographic information system (GIS), including keyboard entry of tabular data, manual digitizing of maps, scanning, and conversion of digital data sources.
7. Collecting infrastructure data using Global Positioning Satellite (GPS) equipment and processing and importing GPS data into our existing geodatabases using GIS and GPS software.
8. Perform other duties as assigned by supervisor.

INTERACTION AND LEVEL INDEPENDENCE:

This position will involve extensive interaction with fellow employees within the same department, as well as Operations and Administrative employees. There will be limited interaction with others in the organization at all levels. This position will work under general supervision and make decisions according to established procedures and guidelines. Substantial initiative and maximum consideration for other employees is required.

REQUIRED JOB SKILLS:

- Ability to read and comprehend technical information and follow detailed instructions.
- Ability to understand and interpret maps, as-builts, and other engineering related items.
- Ability to communicate effectively with the public and others within the organization through both written and oral communication skills.
- Ability to think analytically, detect errors, determine causes, and make the appropriate corrections.
- Ability to use modern office equipment such as scanners, copiers, plotters, and personal computers.
- Ability to work effectively with computer software, including word processing, spreadsheet, and database software.

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent required.
- Two-year degree in geographic information systems, computer science, computer aided drafting or other relevant topics of study would be beneficial.
- Past training and work experience with GIS/GPS technologies is preferred, especially ESRI and Trimble GPS and desktop software applications.

REQUIRED PHYSICAL CONDITIONS:

- Must be able to bend and stoop, as well as move, lift, and handle up to 50 lbs.
- Must be able to sit for extended periods of time.
- Must be able to maintain effective audio-visual discrimination and perception of both paper and electronic media.
- Must be able to operate a motor vehicle.
- Must be able to maintain balance carrying equipment along various terrains.
- Must be able to work in an outdoor environment with potential exposure to weather-related heat and cold, rain, wind, and other related elements.

MEASUREMENT CRITERIA:

- This position is subject to a pre-employment physical and pre-employment drug testing,
- This position will also be subject to random, post-accident, and for cause drug and alcohol testing.
- This position is required to follow the MTNG Standard Practice Manual.
- This position will be under an annual performance appraisal and review.