

**REGIONAL WATER RESOURCE AGENCY  
JOB DESCRIPTION**

**Job Title:** GIS Coordinator

**Department:** Engineering

**Reports to:** Director of Engineering

**FLSA Status:** Non-Exempt

**Pay Level:** 22

**Revised Date:** July, 2022

**Physical and Environmental Requirements:** Heavy

**Respirator Required:** No

**Supervisory Responsibilities:** None

**Work Hours (typically):** 7:00am – 3:30pm, M-F

**On-call Status:** None

**Overnight Travel:** Occasional

**Uniforms:** Office Wear optional

**Agency Cell Phone Plan:** Agency Cell Phone Reimbursement

**JOB SUMMARY:**

Geographical Information System (GIS) Coordinator involves technically difficult computer-based activities and record keeping with some field investigation work. Position is required to develop database management methods and conversion methods for various software environments.

**DUTIES AND RESPONSIBILITIES:**

- Develops, maintains, and updates utility records and mapping for computerized mapping system and relational database information for the sanitary sewer system, including researching records of utility locations
- Assists in the development and management of Central Square EAM asset management software
- Assists in the preparation, development, and presentation of variety of information from the database for Agency management, including monthly Agency Board meetings and Neighborhood meetings as needed
- Integrates computer programs dealing with video inspection software, GIS software, Central Square EAM asset management software, and CAD software
  - Responsible for Engineering Department activities related to the development and continued use of the database
  - Coordinates and implements with all departments the activities related to the development and continued use of the database
- Trains RWRA personnel on use of GIS, Central Square EAM, and video inspection software
- Processes information from various spreadsheets, mapping data, and CAD based information
- Assists surveying staff with information research
- Coordinates with other agencies, utilities, and contractors to transfer sewer system information
- Serves as the RWRA non-voting representative to the GIS Consortium
- Sets up video inspection, GIS, and CAD applications through Central Square EAM, as needed
- Receives and processes requests from the public, as needed

- Duties and responsibilities may be changed and/or additionally assigned by Management at any time

**EDUCATION:**

Bachelor's degree from an accredited four-year college or university in Computer Science, GIS and/or Geography (or other job-related field) is required.

**EXPERIENCE:**

Two years of experience in computerized mapping and/or database development, preferably within a utility environment is required. Advanced knowledge, skill and ability in ESRI geographic information system and/or AutoCAD or equivalent combination of experience and education.

**MINIMUM QUALIFICATIONS:**

Must be 18 years of age or older. Must pass the drug and alcohol test and background check. Must meet minimum physical requirements for the job as set forth by the organization's physician.

**LANGUAGE SKILLS:**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid driver's license, prior to employment. GISP certificate is preferred.

**COMMENTS:**

All employees of the Regional Water Resource Agency (RWRA) must adhere to the applicable provisions of the RWRA Employee Handbook, RWRA Drug & Alcohol Policy, and any other local, state, or federal regulations that apply. RWRA is a drug-free workplace; therefore, all employees are subject to drug and alcohol testing.

**ACKNOWLEDGMENT:**

I acknowledge that I have read the job description and requirements for the GIS Coordinator position, and I certify that I can perform these functions.

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Employee Signature

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Date

**SUMMARY OF STANDARD WORK REQUIREMENTS  
NEEDED TO PERFORM ESSENTIAL JOB DUTIES**

Job Title: GIS Coordinator

Job Class: Heavy (51-100 lbs)

**A. POSITIONAL DEMANDS**

	Never (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (67-100%)
1. Standing			X	
2. Walking			X	
3. Sitting				X
4. Balancing		X		
5. <b>Climbing:</b>				
a. Stairs		X		
b. Ladders		X		
6. <b>Reaching:</b>				
a. Forward			X	
b. Overhead		X		
7. Stooping		X		
8. Crouching		X		
9. Kneeling		X		
10. Crawling	X			
11. Feeling			X	
12. <b>Grasping:</b>				
a. Simple Hand			X	
b. Firm Hand		X		
13. Fingering		X		
14. Object Handling			X	
15. Operating Controls				X

**B. PHYSICAL DEMANDS**

1. <b>Lift:</b>				
a. Up to 10 pounds			X	
b. 11 to 20 pounds		X		
c. 21 to 35 pounds		X		
d. 36 to 50 pounds		X		
e. 51 to 75 pounds		X		
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			
2. <b>Carry:</b>				
a. Up to 10 pounds			X	
b. 11 to 20 pounds		X		
c. 21 to 35 pounds		X		
d. 36 to 50 pounds		X		
e. 51 to 75 pounds	X			
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			
3. <b>Push:</b>				
a. Up to 10 pounds		X		
b. 11 to 20 pounds		X		
c. 21 to 35 pounds	X			
d. 36 to 50 pounds	X			
e. 51 to 75 pounds	X			
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			

	Never (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (67-100%)
<b>4. Pull:</b>				
a. Up to 10 pounds		X		
b. 11 to 20 pounds		X		
c. 21 to 35 pounds	X			
d. 36 to 50 pounds	X			
e. 51 to 75 pounds		X		
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			

**C. SENSORY REQUIREMENTS**

<b>1. Vision:</b>				
a. Far		X		
b. Near				X
2. Depth Perception		X		
3. Color Discrimination		X		
4. Field Vision		X		
5. Accommodation		X		
<b>6. Perception:</b>				
a. Spatial		X		
b. Form		X		
7. Feeling		X		
8. Speaking			X	
9. Hearing			X	

**D. WORK ENVIRONMENT (Exposures)**

1. Inside Environment			X	
2. Weather Conditions		X		
3. Temperature		X		
4. Cold		X		
5. Heat		X		
6. Wet/Humidity		X		
7. Biological Agents		X		
8. Human Body Fluids		X		
9. Chemicals		X		
10. Hazardous Materials		X		
11. Floor Surface			X	
12. Lighting		X		
13. Vibration	X			
14. Unprotected Heights		X		
15. Confined/Cluttered		X		
16. Moving Equipment		X		
17. Fumes/Airborne Particles	X			
18. Hazards	X			