

JOB DESCRIPTION

POSITION:	GIS Specialist
CLASSIFICATION:	Community Services/Civilian
POSITION RANGE:	#33
REPORTS TO:	Battalion Chief/Fire Marshal
FLSA STATUS:	Non-Exempt

General Statement of Duties

Under the administrative direction of the Fire Marshal, the Geographic Information Systems (GIS) specialist is responsible for assisting in planning and coordinating the activities of the technical CAD and GIS systems programs, working both internally and externally to assure that the goals and objectives of the Fire District are met. The GIS specialist is responsible for inputting, updating and maintaining GIS databases, coverages, layers, and linkages to other various databases. Duties include reading and interpreting source documents such as civil engineering plans, plot maps and legal descriptions and entering required data into the GIS using AutoCAD and ArcView GIS software. The GIS specialist creates maps, performs programming for GIS applications and assists others in developing GIS applications. The GIS specialist will work in the field to record and verify data. The work involved requires internal and external contact necessitating good communication skills, interpersonal courtesy, diplomacy, tact and problem solving skills.

Essential Functions

- Maintains, updates, and assists in the development of the Fire District's Geographical Information System (GIS). Produces digital and paper map products; develops and maintains GIS databases and linkages; performs GIS analysis functions; enters required data in to the GIS; ensures complete data attribution of parcels, utilities, and addresses on developed maps; gathers geographic data and other map information; reads and interprets source documents such as, engineering plans, plat maps, and legal descriptions; performs quality control on attribute information; develops new, user friendly GIS applications; prepares new and revised prevention details, plat books, etc; assists other divisions to coordinate GIS development; coordinates with other GIS professionals to improve and further develop the GIS; makes recommendations and suggestions for improvements and upgrades to GIS processes, maps, software and website.

- Operates a computer workstation to create, maintain and update CAD maps, GIS maps, and GIS databases. Uses AutoCAD and ArcView GIS software to create, update and maintain maps of fire hydrants, addresses, right-of-ways, street centerlines, emergency response zones, and various other drawings; creates and updates object data; creates and implements drafting standards; produces accurate and legible maps using drafting skills; performs quality control on object data and graphic information; and develops automation tools to improve drafting and quality control.
- Provides customer service. Interprets requests from internal and external customers over the phone and in person for maps or other GIS related material; performs archive database queries; creates maps and/or plots using CAD/GIS software; and provides technical assistance.
- Acquires knowledge and keeps abreast of new GIS technology trends and industry standards. Attends GIS seminars, conferences, workshops as required by the Fire Chief or the Fire Marshal; subscribes to and reads trade journals; participates in professional organizations.
- Performs related duties as required. Operates peripheral devices such as plotters, large and small format printers, digital camera and scanners; performs routine scanning, plotting and copying of required engineering documents; maintains and catalogs engineering plans and various other GIS related documents; attends meetings; assists with various and miscellaneous projects as needed.
- Performs plan reviews for new subdivisions for fire access and water distribution. Takes appropriate action, under the authority of the Fire Marshal, to ensure compliance with fire prevention and life safety codes and ordinances.
- Establishes and maintains effective working relationships with various local city and county government GIS division employees and managers, property and business owners, coworkers and the general public.
- Responds to complaints and questions from citizens. Interprets and explains fire codes and regulations.
- Assists with public education programs by conducting classes for schools, churches, civic groups, industries, and internal personnel.
- Prepares written documents, such as reports, GIS policies and procedures, business letters, and other various documents.
- Participates in the development of the annual Community Services Div. budget for the GIS area.
- May be asked to represent the Fire District in interagency meetings associated with the GIS/CAD programs.
- Moves and pushes/pulls objects weighing 20 pounds or more.
- Sits, walks and stands to a significant degree.
- May be assigned additional duties and responsibilities at the discretion of the Fire Chief or Fire Marshal to ensure the Fire District's mission and/or operational objectives are met.

Minimum Qualifications (Knowledge, Skills and Abilities)

- Knowledge and understanding of GIS and CAD operations using ArcView and AutoCAD software.
- Ability to read general correspondence, documents, engineering technical standards, civil engineering plans, computer technical manuals, and engineering manuals.
- Ability to perform engineering calculations, trigonometry, algebra, geometry, and general math calculations such as addition, subtraction, multiplication and division.
- Ability to write general correspondence, memorandums, reports, GIS/CAD policies and procedures, and letters.
- Ability to occasionally direct helpers, volunteers, temporary employees, contractors or consultants.
- Ability to learn applicable local, county and state fire codes as they apply to the functions and applications of the GIS area.
- Ability to communicate and express ideas clearly and concisely both verbally and in writing and must be able to deal effectively with internal and external clients.
- Ability to be creative in solving existing and new problems that arise in the GIS/CAD area.
- Ability to plan, schedule, and instruct the general public in the GIS/CAD area. Classes will be required internally as well.
- Ability to establish and maintain effective working relationships with individuals inside and outside of the organization to accomplish Fire District goals and objectives.

Required Training and Experience

- Must possess a degree or diploma in one of the following areas:
 - GIS
 - Computer Sciences
 - Civil Engineering
 - Geography, **OR;**
 - Related field from a college, university, technical, or business school and two (2) years experience working with GIS, CAD, civil engineering, computer science or another related field **OR;**
- Any equivalent combination of training, education, and experience in GIS and CAD, engineering, or a related field which provides the required knowledge, skills and abilities to perform the work.
- Must possess over one (1) year of GIS and CAD experience associated with a public safety entity, municipality and/or civil engineer.

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Additional Requirements and Qualifications

- Possession of a valid Arizona Drivers License.
- Must provide copy of certified Motor Vehicle Driver Record (MVDR) and pass MVR Insurance inquiry.
- Must pass background investigation
- Must pass pre-employment drug screening
- Must be a U.S. Citizen or provide proof of employment eligibility to work in the United States.

This job specification should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents will follow any other instructions, perform any other related duties as may be required by supervisory personnel.