

City of Fort Wayne

Utility Engineering Technician I-GIS Specialist/Analyst

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Job Code: 2023165
Posted On: Tuesday, 4th April 2023
Category: Regular Full Time
Department: Planning and Design Services – Utility Engineering - GIS
Shift: 8:00 am to 5:00 pm, may vary depending on need.
Location: Fort Wayne, IN
200 E. Berry Street
Pay Rate: \$20.76-\$30.26 per hour
Job Description: **Utility Engineering Technician I - GIS Focus**

SUMMARY

Working under the direction of the Utility Program Manager II – Utility Engineering Administration, incumbent assists Engineering staff with ongoing program initiatives and tasks which support Engineering, Energy and Sustainability by utilizing ESRI GIS Software to prepare sewer, water, and storm water Utility plans; prepares basic maps with ESRI GIS software and assists with performing specific duties utilizing AutoCAD, Civil 3D, Utilities Engineering CADD standards, collecting and reporting field information of the Utilities collection and distribution systems; prepares reports and document field information; The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City and Utility's safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Assist with preparing and plotting basic documents, maps and files using GIS software such as ESRI ArcGIS products and GIS databases. Updating GIS with information arising from utility projects or existing conditions.
- Assists in developing ESRI items such as web maps, web apps, dashboards, analysis and other GIS tools.
- Assist with maintaining and updating procedures, standards and templates as requested.

- Assist with training interns.

Field Services

- Assist others as required in inspection of existing and new commercial facilities for required backflow prevention and cross connections, fire suppression systems, detention basins, and other facilities.
- Assist with inspection of sanitary and storm water green card permits.
- Assist in initiating fire service account billing.
- Assist as required in pressure complaint investigations and fire flow tests.
- Assist in support of system investigative activities such as: water pressure and flow testing; sewer flow monitoring and Inflow & Infiltration; complaint investigations; leak detection; smoke testing, sewer televising and other field services.
- Assist as required with collecting maps/data for water main unilateral flushing program.
- Assist as required in verifying the location and observed condition of water, sewer, and storm infrastructure.
- Assist with the field checking of project drawings and verify that data on drawing is correct and shown accurately.
- Assist as required with NPDES inspection program for conformance to Rule 5 and Rule 13 requirements. Collect and document required field reports and organize information into database.
- Assist with basic surveying & GPS equipment to make field measurement, collect data, check elevations and run level circuits.
- Assist with finding and mapping unmapped Utility assets in the service area
- Assist with utilizing established procedures to collect, obtain, use and report data from documents such as forms, maps and plans from a variety of sources including engineering departments, field visits, electronic data submittals and permitting entities.

CADD & GIS Services

- Assist with utilizing established procedures, data, and GIS software, such as ESRI ArcGIS, MS Office products and plotting software to create, modify and update GIS records, features, databases, maps and diagrams.
- Assists in developing ESRI items such as web maps, web apps, dashboards, analysis and other GIS tools.

- Assist with electronic data collection and setup for project creation and production sheet creation as requested.
- Assist with preparing and plotting drawings for appurtenance files, standard and detailed drawings, templates, graphic work, Construction Drawings such as Plan, Profile, Cross Section, easements, plats, exhibits, legal boundaries, basic legal descriptions, survey data and engineering sketches.
- Assist with maintaining plan files for record drawings.
- Assist with creation, setup, update and plotting of basic drawings and maps.
- Assist with copying and distributing CAD templates.
- Assist with scanning and plotting equipment tasks such as reloading ink and paper and monitoring supplies.
- Assist with review of internal and external electronic deliverables as requested.
- Assist with analyzing and assessing GIS data (assets, features, attributes, etc.) and performing QA/QC for accuracy and completeness.

SPECIALIZED SKILLS

- Function effectively as a member of an interdisciplinary team
- Ability to operate a city vehicle with a small trailer
- Perform job duties as directed and necessary to fully utilize and maintain certifications, licenses, training, etc. that has been obtained per job description requirements and/or City Utilities' Engineering skill based compensation policy

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE

Associates (A.A.S.) or higher degree in Geographical Information Systems, Geospatial Sciences, Computer Science, Urban Planning or an equivalent course of study from a two-year college or technical school. A degree is preferred, but certification and work experience will be considered. Three (3) months practical experience with word processing and spreadsheet software. Six (6) months practical experience in municipal work using Geographical Information Systems (GIS), Computer Science. Experience with ArcGIS software is preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as maps, ordinances, rules, operating instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to general public or co-workers, one-on-one or in small groups.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with conventional problems involving several different or unrelated variables. Ability to observe and identify detailed variables in situations where only limited standardization exists. Support from supervisors will be available in unusual situations which do not have clear precedents.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Driver's License.

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.

While performing the duties of this job, the employee will be required to sit and use hands to finger, handle, or feel. The employee will be required to stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to moving vehicles, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate.

GIS Specialist/Analyst

SUMMARY

Working under the direction of the Engineering Program Manager – IT the incumbent will utilize GIS software (ESRI) and related systems along with established process and procedure to collect, check, process and utilize geographical data for the daily consumption and usage of the various divisions of the City of Fort Wayne Utility. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City and Utility's safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

PLANNING/IMPLEMENTATION

- Develops and manages ongoing GIS process and procedure and GIS policy for the betterment and successful pursuits of the Utility business goals;
- Develops scripts (e.g. Model Builder, Python experience a plus) that will automate tasks within the GIS software environment;
- Develops and/or enhances dashboards for non-GIS personal to query data for daily City Utilities work efforts;

MANAGEMENT /OPERATIONS

- Performs a wide range of administrative, technical and managerial tasks necessary for the development and ongoing operation of the City Utility GIS environment, including but not limited to ensuring state of the art data management and technology;

- Assists with GIS and related computer system housekeeping and maintenance and support;
- Has and/or develops detailed understanding of City Utilities organizational structure and how that translates to GIS usage, need, and demand;
- Digitizes GIS features using aerial imagery/maps;
- Utilizes established procedures to obtain data from documents such as forms, maps and plans from a variety of sources including engineering departments and permitting entities;
- Utilizes established procedures and GIS software, such as ESRI ArcGIS, MS Office products and plotting software to enter data into City databases. The software and methods listed are to be representative, not all inclusive;
- Maintains, updates and analyzes GIS feature sets for City Utilities;
- Strong analytical, personal management and problem solving skills.

Document management, processing & analysis

- Analyzes and correlates data from a variety of existing datasets (e.g. excel, access, feature classes) to be linked to existing GIS feature classes and datasets;
- Analyzes and assesses GIS data (assets, features, attributes and etc) for accuracy and completeness; Develops process and procedure to remedy any gaps;
- Creates, modifies and updates GIS records, maps and diagrams using GIS (ESRI) tools and databases;
- Maintains Quality Control (QA/QC) of GIS data workflow throughout the City Utilities organization;
- Utilizes established procedures and GIS software such as ESRI ArcGIS, MS Office products and plotting software to assemble, merge, sort, process and summarize data for use in reports and maps; to create and update reports and maps; and to print or plot reports and maps;

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE

- Associate's degree (A.A.S.) in Civil Engineering Technology, Computer Science, GIS, or equivalent degree/experience;
- Four (4) to six (6) years practical working experience in a GIS environment. GIS (ESRI) training/certification is a plus;
- Experience working in Model Builder and/or scripting in Python a plus;
- Working experience and knowledge using common office applications such as MS office suite, internet, word processing and spreadsheet software are a must;
- Able to perform each essential duty above satisfactorily;
- Able to work as a team member on varying size projects of complexity;
- Highly motivated and a critical thinker;
- Possess strong attention to detail;
- Able to work with minimal supervision.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of coworkers or general public.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Support from supervisors will be available in unusual situations which do not have clear precedents.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Driver's License, if a City vehicle is used.

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 frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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 occasionally exposed to moving vehicles, cleaning products and outside weather conditions. The noise level in the work environment is usually moderate.

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All applications for currently posted positions will be submitted on line at www.cityoffortwayne.org. Applicants must be 18 years of age or older. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1).

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.