POSITION ANNOUNCEMENT

POSITION: GIS Technician (Utilities) Temporary  
M-F 8:00-5:00 – No Benefits 

DEPARTMENT: Utilities  
SALARY: $19.00/hr.  
CLOSES: Open Until Filled

Definition:
Responsible for data collection and editing of mapping activities for water, wastewater, and stormwater pipe networks. The GIS Technician receives direction from the Utilities Engineer and Utilities GIS Coordinator. Must be able to work independently to collect data in the field, and download and edit data. Must support and promote the City of Brighton’s and the Utilities Department’s Visions, Missions, and Values.

Example of Duties:
Perform field data collection using a GPS data collector, digital camera, survey equipment, and other equipment provided by the City. Must accurately assess various distribution, collections, and stormwater components. Measure depths and distances and determine grades using level and survey rod and GPS unit as appropriate. Upload GPS and other data into the Utilities GIS. Assist with digitize pipeline networks and complete attribute data for the water, sewer, and stormwater systems. Assist with collecting and editing data within the GIS, AutoCAD files, and asset management software. Scan historical records for storing, retrieval, and archiving of spatial and tabular data. Assist with conduct mapping research in the field, in hardcopy documents, and electronic file formats. Resolve conflicting information and ensure accuracy of mapping and asset data. Assist with preparing maps and other exhibits utilizing ESRI ArcMap, AutoCAD, and other mapping and asset management software. Read and interpret construction plans, grading plans, maps and other plans as required to ensure accurate update of GIS and asset management databases as new infrastructure comes online. Assist with reviewing and interpreting legal descriptions for plats, right-of-ways, and easement documents. Ensure accurate and consistent survey projections are used throughout various data sets. Consistently promote a professional image of the City at all times. Other duties as assigned.

Required Knowledge, Skills, and Abilities:
Knowledge of GIS best practices and principles including a strong ability in ESRI ArcMap. Basic surveying principles, practices, and procedures and utility construction principles and practices. Computer and engineering software applications including firm grasp of Microsoft Office programs. Working knowledge of AutoCAD preferred. Effective written and verbal communication techniques. Ability to provide good customer service and to communicate courteously and responsively and provide effective and efficient service to the public and co-workers. Establish and maintain effective working relationships with internal and external customers and vendors. Lift and carry up to 20lbs; regularly open and close manhole covers; sit for prolonged periods of time; ability to speak, hear and read; ability to manipulate required job equipment as well as drive a vehicle safely while observing all necessary laws and procedures. Use a personal computer, including software packages, such as Microsoft Office, and associated hardware. Must be able to work in all natural weather conditions (snow, heat, cold, rain, etc.) Must be able to lift up to 100lbs occasionally, and frequently up to 50lbs. Must be able to lift and carry up to 75lbs. Frequent driving at various times of the day is required. Must be able to sit, stand, kneel, stoop and generally must be able to utilize a variety of physical postures in order to perform job duties. Must be able to perform manual labor for extended periods of time. Must be able to hear, talk, see, smell and feel.

Education and Training:
Bachelor of Science and/or GIS Certification preferred. Experience in water, wastewater, and stormwater utilities strongly preferred.

Special Requirements: Valid Colorado Driver’s License. Bilingual English/Spanish preferred.

Apply: Online at www.brightonco.gov or at 500 S. 4th Avenue, Brighton, CO 80601  (303-655-2098)

EQUAL OPPORTUNITY EMPLOYER