POSITION ANNOUNCEMENT

POSITION: Utilities GIS Coordinator (Exempt)  
SALARY: $47,704 - $65,355 DOQ & Benefits  
DEPARTMENT: Utilities  
CLOSES: Open Until Filled

Definition:
Responsible for asset management and mapping activities for water, wastewater, and stormwater networks. Coordinates activities of Temporary GIS Technician. The GIS Coordinator receives direction from the Utilities Engineer. Must be able to manage projects and workload independently while effectively coordinating with a variety of team members including the Utilities Engineering Division, the Collections and Distribution Division, Stormwater Division; and outside departments, agencies and vendors in support of the City of Brighton’s and the Utilities Department’s Missions, Values, and Vision.

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. Digitize pipeline networks and complete attribute data for the water, sewer, and stormwater systems. Provide accurate GIS/database information to consultants in support of Master Planning activities. Manage various data within the GIS, AutoCAD files, and asset management software. Scan historical records for storing, retrieval, and archiving of spatial and tabular data. Conduct mapping research in the field, in hardcopy documents, and electronic file formats. Resolve conflicting information and ensure accuracy of mapping and asset data. Prepare 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. Review and interpret legal descriptions for plats, right-of-ways, and easement documents. Ensure accurate and consistent survey projections are used throughout various data sets. Provide responses, maps, and data as appropriate for various public and internal data requests. 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. Experience with asset management and asset management software. Basic surveying principles, practices, and procedures and utility construction principles and practices Computer and engineering software applications including a 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 20 lbs; 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.

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