

# DeVore Technologies

## GIS Technician

### Duties and Tasks:

Creates and edits GIS features including geography and attributes. Reads and interprets maps and construction drawings including plan views, profiles, and cross sections. Manages scales, layers, features symbols, thematic colors. Writes query scripts. Produces multi-layer graphic layouts, maps, plans, images, designs, and charts of utility systems, distribution facilities, parcels, mechanical equipment, zoning areas, streets, and buildings. Runs queries and produces thematic maps. Copies, prints, scans, archives, and retrieves related engineering documents. Assembles drawing sets. Takes field measurements and global positioning system (GPS) data. Prepares sketches and notes conforming to field conditions. Performs mathematical calculations. Reads and checks legal descriptions. Performs entry level Information Technology (IT) technical work supporting desktop, legacy system, database, and/or IT GIS functions. Performs other job-related duties as required.

**Job Location:** Cleveland, OH

**Job Terms:** Temporary Full-time

### Minimum Qualifications:

- A High School Diploma or GED is required.
- An Associate's Degree in Engineering, Surveying, Drafting, or related field with AutoCAD and GIS courses from an accredited college or university is required. (Substitution: Two (2) years of experience may substitute for each year of college education lacking.)
- A valid State of Ohio Driver's License is required.
- Must have in-depth knowledge of ArcGIS.
- Must be able to demonstrate ability to read and understand maps, and construction drawings including plan views, profiles, and cross sections.
- Must have excellent communication skills, written and oral.
- Intermediate computer (Microsoft Office Suite) skills are required.

### Desired Qualifications:

- Able to read and interpret utility and infrastructure drawings (as-builts).
- Knowledge and experience on the ESRI platform, specifically editing and versioning principles.
- Experience reading and interpreting land title and/or easement legal descriptions
- GIS Professional Certification (GISP).
- Knowledge and experience in the administration of geodatabases.
- Experience working in utility or government operations.
- Python or other scripting language.

### To Apply:

- Please email a cover letter and resume to:  
DeVore Technologies  
Attn: Mr. Craig Koteles  
ckoteles@devore.com