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POSITION POSTING

- Date:** April 28, 2021
Position: GIS Specialist
Department: Engineering
Location: Main Office Annex
Classification: Full Time
FLSA Status: Non-exempt
Salary Range: \$16.85 - \$22.81 per hour (Rate offered will be based upon qualifications and experience)
Hours: 40 hours per week
Safety Sensitive: No
Supervisor: Deputy Chief - Surveying/GIS (*David Lautenschleger*)
- Job Summary:** Under the direct guidance of the Deputy Chief - Surveying/GIS, the GIS Specialist shall assist in the development and maintenance of the MWCD GIS data sets and databases. Duties include reading and interpreting source documents, such as civil engineering plans, plot maps, and legal descriptions of property holdings. Inputs required data into a GIS system. Acts as a cartographic specialist relative to projects conducted by the engineering staff and other departments throughout the Muskingum Watershed.
- Essential Duties:** Operates a computer workstation to update maps and datasets as new data is received. Develops and maintains spatial relational databases. Conducts mapping research in the field and in the office to resolve conflicting information and ensure data accuracy. Utilizes utility maps, land use maps, aerial photography and digital imagery. Uses the Public Land Survey System (PLSS) while working on property and plat maps. Assists and provide for the detection and quantitative assessment of spatial error within specific GIS data layers and imagery data sets. Prepares maps and data sets including hard copy and electronic exhibits.
- Qualifications:** Bachelor of Arts or Science in GIS, Geography, Cartography or Environmental Planning is required. Two years' experience with the full suite of ESRI production software is required. Experience with specific concentration in ArcGIS 10x or ArcGIS Pro is required. Ability to transfer data between AutoDesk CAD system and ArcGIS preferred; possess solid written and oral communication skills, and a sound work ethic aimed at problem solving. Knowledge and expertise with cartographic principles, GIS standards and metadata, datums, geodatabases, projections, and coordinate systems is required. Experience with web mapping applications such as ArcGIS ONLINE preferred.
- Other Requirements:** While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and to talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand, walk, and climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. Weekend, evening and/or overtime work may be required as necessary.

Application

Deadline: 5/28/2021

If you are interested in applying for this position, log on to www.mwcd.org and find the Employment Opportunities link at the bottom of the homepage. Once you have clicked on this link, find the appropriate posting. Click on the job title and complete the online application process. If you have any questions, feel free to call Mary Burley at (330) 343-6647 or toll-free at (877) 363-8500, extension 2224, or Michael Mahaffey at (330) 343-6647 or toll-free at (877) 363-8500, extension 2223.