

GIS Technical Analyst:

Location: 4610 Beecher Rd, Flint, MI 48532

Applications are required for consideration for this position. Resume Submission alone is not an application for a position. An individual **must** complete our standard application form and provide proof of certificates and licenses required for the posted position.

There is one (1) opening for a Technical Analyst at Genesee County Water and Waste Services in Flint, MI. Duties include: GIS: Performs highly complex technical work consisting of collecting, translating, inputting, manipulating and maintaining data within the Division's Geographical Information Systems (GIS) program and related applications to serve a variety of purposes. Engineering: *All items above plus*: Performs a variety of technical office and field tasks involved in administration of the County-wide soil erosion and sediment control (SESC) program.; Duties include, but are not limited to, performing plan reviews and site inspections, issuing water and sewer permits, preparing required documentation, and maintaining the SESC database. Performs highly complex technical work consisting of collecting, translating, inputting, manipulating and maintaining data within the Divisions Geographical Information Systems (GIS) program to serve a variety of purposes.

MINIMUM REQUIRED KNOWLEDGE, SKILLS, ABILITIES and LICENSING (GIS & Engineering):

- Associate's degree in computer science, geography, surveying, engineering or related field is preferred. In lieu of an Associate's degree from the aforementioned list an Associate's degree in Applied Science or closely related area and a minimum of 5 years work experience is required.
- 1-2 years' experience with editing data using ArcGIS and working with ESRI GIS databases.
- Proficiency with database programming languages such as SQL, R or Python.
- Proficiency with front end design languages such as HTML, CSS, JavaScript and various mapping languages.
- Experience with GPS measuring tools.
- Experience with Cityworks and ESRI software packages.
- Attention to detail and good problem-solving skills
- Considerable knowledge of principles, practices, techniques and instruments used in engineering drawing.
- Knowledge of engineering mathematics and its application to surveying and engineering computations.
- Excellent written and interpersonal and communication skills necessary to work productively and effectively with all levels of staff, external contractors, vendors, customers, and local municipalities. The incumbent is also required to handle problem situations in a tactful, courteous and respectful manner and follow oral and written instructions.
- Analytical ability and mathematical aptitude to identify appropriate course(s) of action to correct a variety of non-compliance situations in a cost-effective and timely manner.
- Application skills necessary to maintain and edit various departmental records, databases, documents and reports including but not limited to CityWorks, ArcGIS, ESRI GIS databases and Microsoft Office. AutoCAD knowledge preferred.
- Must have a valid Michigan driver's license and qualify to drive a Division vehicle in compliance with the Division Driver Policy.

WORKING ENVIRONMENT, MENTAL & PHYSICAL REQUIREMENTS (Both):

- Normal office environment with little, if any, discomfort due to heat, dust, noise and the like (approximately 80% of the time would be spent in the office and 20% in the field).
- Work could involve minimal travel to construction sites throughout the County with some exposure to adverse weather, fumes, odors, dust, bodily injury, and the like when conducting inspections (approximately 25% of the time).
- Mental ability to handle pressures related to working on tasks requiring accuracy and attention to detail.
- Physical ability to conduct construction site inspections.
- This position shall not work remotely or virtually.

WAGE SCALE:

H-5	Must meet all minimum qualifications
H-6	Must meet all minimum qualifications for GIS ANALYST and have 3 years experience
H-7*	Must meet all minimum qualifications for Engineering ANALYST and have 5 years experience

*H-7 wage effective on 01/01/2025

	(A)-Start	(B)-YR 1	(C)-YR 2	(D)-YR 3	(E)-YR 4	(F)-YR 5	(G) YR 6	(H) YR 7	(I) YR 8
H-5	\$26.44	\$27.13	\$27.82	\$28.51	\$29.21	\$29.90	\$30.58	\$31.27	\$31.97
	\$54,995	\$56,430	\$57,866	\$59,301	\$60,757	\$62,192	\$63,606	\$65,042	\$66,498
H-6	\$28.82	\$29.59	\$30.35	\$31.12	\$31.88	\$32.65	\$33.41	\$34.18	\$34.94
	\$59,946	\$61,547	\$63,128	\$64,730	\$66,310	\$67,912	\$69,493	\$71,094	\$72,675
H-7	\$31.10	\$31.94	\$32.76	\$33.60	\$34.44	\$35.28	\$36.12	\$36.95	\$37.80
	\$64,688	\$66,435	\$68,141	\$69,888	\$71,635	\$73,382	\$75,130	\$76,856	\$78,624

Applications shall be mailed to:
Genesee County Water and Waste Services, Attn: HR
4610 Beecher Rd, Flint, MI 48532
Applications can be e-mailed to: hr@gcdcwws.com

Position open until filled
Applications must either accompany or follow resume submission

NO PHONE CALLS. EEO.



GENESEE COUNTY DRAIN COMMISSIONER
DIVISION OF WATER & WASTE SERVICES

JOB DESCRIPTION

JOB TITLE: TECHNICAL ANALYST

DEPARTMENT: GIS or Engineering

REPORTS TO: Varies depending on Department

REVISED: 11.13.2023

JOB SUMMARY: GIS: Performs highly complex technical work consisting of collecting, translating, inputting, manipulating and maintaining data within the Division's Geographical Information Systems (GIS) program and related applications to serve a variety of purposes. Engineering: All items above plus: Performs a variety of technical office and field tasks involved in administration of the County-wide soil erosion and sediment control (SESC) program.; Duties include, but are not limited to, performing plan reviews and site inspections, issuing water and sewer permits, preparing required documentation, and maintaining the SESC database. Performs highly complex technical work consisting of collecting, translating, inputting, manipulating and maintaining data within the Divisions Geographical Information Systems (GIS) program to serve a variety of purposes.

DUTIES & RESPONSIBILITIES (Both):

- Inputs and digitizes sanitary sewer and watermain utility information from record drawings into GIS database.
- Determines exact location of known structures and system features in the field using Global Positioning System (GPS) equipment, and downloads these coordinates into GIS database.
- Rectifies location of existing facilities to land base layer using GPS coordinates.
- Scans and inputs sanitary sewer and watermain plan and profile drawings, B-Permits, and other attribute information into GIS database, and links this information to the corresponding digitized system facilities.
- Maintains and updates County land base maps.
- Maintain up-to-date and accurate geospatial documentation for reference purposes.
- Uses GIS system to generate maps, exhibits, and other geographical data for use by the Division.
- Files easement and right-of-way documents pertaining to water and wastewater facilities.
- Organizes easements and attaches the electronic version to the applicable parcel in GIS.
- Maintains files and records with respect to sewer and water assets
- Supports the development and management of GIS applications, including Cityworks.
- Support in development and management of control quality standards for GIS and associated applications.
- Assist in the oversight of data flow, management, and distribution activities centered around supporting GIS.
- Assist in the support and development of geospatial database.
- Stay up to date with the latest developments in the GIS field.
- Generates and process work order related to sewer and water assets including updating existing assets.
- Creates sewer and water assets within GIS.
- Access and archive utility easement information.
- Performs other related duties as assigned.
- Must have ability to read blue prints, maps and site plans.
- Assists individuals and customers, in person and over the phone, providing information and assistance



**GENESEE COUNTY DRAIN COMMISSIONER
DIVISION OF WATER & WASTE SERVICES**

JOB DESCRIPTION

DUTIES & RESPONSIBILITIES (Engineering):

- Performs SESC plan reviews on residential sites to assure compliance **with** regulatory standards and GCDC requirements; prepares required documentation and issues applicable SESC, water and sewer permits.
- Works cooperatively and maintains communication with engineers, developers, contractors, and other parties to coordinate activities, resolve problems and exchange information.
- Assists customers over the phone and in person by explaining departmental policies and procedures and initiating necessary paperwork; directs individuals to other staff as appropriate.
- Maintains departmental records, files and databases.
- Prepares departmental records, documents and reports as required.
- Assists engineering staff in the collection of field and SESC data as requested.
- Maintains current knowledge of State of Michigan mandates related to soil erosion and sediment control.
- Performs a variety of drafting tasks, including graphic artwork, as assigned.
- Performs other duties as assigned.

MINIMUM REQUIRED KNOWLEDGE, SKILLS, ABILITIES and LICENSING (Both):

- Associate's degree in computer science, geography, surveying, engineering or related field is preferred. In lieu of an Associate's degree from the aforementioned list an Associate's degree in Applied Science or closely related area and a minimum of 5 years work experience is required.
- 1-2 year's experience with editing data using ArcGIS and working with ESRI GIS databases.
- Proficiency with database programming languages such as SQL, R or Python.
- Proficiency with front end design languages such as HTML, CSS, JavaScript and various mapping languages.
- Experience with GPS measuring tools.
- Experience with Cityworks and ESRI software packages.
- Attention to detail and good problem-solving skills
- Considerable knowledge of principles, practices, techniques and instruments used in engineering drawing.
- Knowledge of engineering mathematics and its application to surveying and engineering computations.
- Excellent written and interpersonal and communication skills necessary to work productively and effectively with all levels of staff, external contractors, vendors, customers, and local municipalities. The incumbent is also required to handle problem situations in a tactful, courteous and respectful manner and follow oral and written instructions.
- Analytical ability and mathematical aptitude to identify appropriate course(s) of action to correct a variety of non-compliance situations in a cost-effective and timely manner.
- Application skills necessary to maintain and edit various departmental records, databases, documents and reports including but not limited to CityWorks, ArcGIS, ESRI GIS databases and Microsoft Office. AutoCAD knowledge preferred.
- Must have a valid Michigan driver's license and qualify to drive a Division vehicle in compliance with the Division Driver Policy.

MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES and LICENSING (Engineering):

- Associate's degree in Civil Engineering, Applied Science or related area.
- One to two years of related storm water and SESC management experience including field responsibilities.
- Current State of Michigan Construction Storm Water Operator Certificate.
- Obtain State of Michigan Soil Erosion Sediment Control (SESC) Certificate (inplan review and design) within one year of employment



GENESEE COUNTY DRAIN COMMISSIONER'S OFFICE
DIVISION OF WATER & WASTE SERVICES

JOB DESCRIPTION

- Interpersonal and communication skills necessary to work productively and effectively with all levels of staff, external contractors, vendors, customers, and local municipalities. The incumbent is also required to handle problem situations in a tactful, courteous and respectful manner and follow oral and written instructions.
- Analytical ability and mathematical aptitude to identify appropriate course(s) of action to correct a variety of non-compliance situations in a cost-effective and timely manner.
- Computer skills necessary to maintain and edit various departmental records, databases, documents and reports including but not limited to CityWorks, ArcGIS, ESRI GIS databases, AutoCAD and Microsoft Office.
- Considerable knowledge of principles, practices, techniques and instruments used in engineering drawing.
- Knowledge of engineering mathematics and its application to surveying and engineering computations.
- Considerable knowledge of rules, regulations, policies, and procedures applicable to water and wastewater distribution and collection systems.
- Considerable skill in using drafting and surveying equipment and materials, including: Total Station, GPS, and other computer design applications.
- Ability to assist in developing design standards and to oversee their implementation and use.

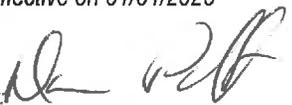
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Approved by:  Date: 11/14/23
Chief Deputy Drain Commissioner

Approved by:  Date: 11/14/2023
Division Director