



TAHOE CITY PUBLIC UTILITY DISTRICT

Job Description

Job Title: Information Systems and Technology Technician I
Department: Support Services
Supervised By: Director of Support Services
FLSA Status: Non-Exempt
Revised as of: January 2016

JOB SUMMARY

To assist with the development and maintenance of the District's Geographic Information System (GIS) program, asset management program, system mapping, and District information system applications; to prepare maps, plans, details and exhibits using Computer-Aided Drafting and Design (CADD) or other appropriate software; and to perform basic information systems and technology support services.

DISTINGUISHING CHARACTERISTICS

The Information Systems and Technology Technician I is the entry level technical classification in the Information Systems and Technology Technician series. Employees in this classification are assigned the more routine and repetitive support tasks. Incumbents in this job class work under direct supervision in the performance of more complex duties in a training capacity. The Information Systems and Technology Technician I position is distinguished from the Information Systems and Technology Technician II job class by the latter's greater level of experience and the ability to act with a greater level of independence.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Director of Support Services; and technical and functional supervision from professional staff.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Maintain the District's GIS program, asset management program, system mapping and related engineering information system applications.
- Maintain the District's engineering document databases, including District record drawings and maps.
- Prepare as-built plans of sewer, water, parks and recreation facilities, including field collection of required facility data.
- Create and maintain new web applications for District departments; develop instructions for use by District employees.
- Provide basic level user support for District systems and technology resources, including hardware and software.

- Perform a variety of technical and clerical activities in support of Support Services Department activities.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Review the work of contracted consultants and other District staff for compliance with District standards and requirements and recommend alterations and improvements.
- Assist with the preparation, update, maintenance and distribution of District construction standard details, specifications, ordinances, policies or other documents as required.
- Perform a variety of construction inspections for District capital projects and compliance inspections for non-District projects to ensure compliance with applicable District, county, State and Federal standards, guidelines and regulations.
- Prepare a variety of plans, maps, exhibits, charts, graphs and tables for District reports and presentations utilizing appropriate computer software.
- Monitor other agencies' projects in areas where District's water distribution and sewer mains are located to ensure District facilities/properties are not damaged or customer service disrupted; act as liaison with public agencies and contractors as necessary.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Relevant software applications to include Esri ArcGIS and AutoCAD software suites.
- Sewer, water, parks, and facilities mapping.
- GIS principles and practices as applied to utilities, parks, facilities and other public works.
- CADD principles and practices as applied to utilities, parks, facilities and other public works.
- Principles and practices associated with Global Positioning Systems (GPS) equipment used to survey asset locations.
- Methods, materials and procedures used in the construction and inspection of public works projects.
- Modern developments, current literature and sources of information regarding GIS, CADD, information systems, technology and other related areas.
- Language, terminology and equipment used in survey and office engineering.
- Language, terminology and equipment used in computer networking.
- Relational database software, including SQL Server and SQL Express.
- Modern office practices, methods, and computer equipment.
- Safe work practices.
- Principles and practices of customer service.

2. Ability to:

- Read, comprehend and interpret plans, details, specifications, reports, easements, ordinances, policies, procedures and any other document within the expertise of the incumbent.
- Apply technical engineering principles and practices.

- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.
- Analyze spatial data for exhibits or reports, with use of Geoprocessing tools.
- Understand and apply District policies, procedures, standards, ordinances and practices to work assignments.
- Understand, interpret and apply Federal, State and local laws and codes and regulations pertaining to work assignments.
- Perform all job duties in an organized and efficient manner with the ability to adjust priorities and perform multiple tasks.
- Operate a personal computer in a workgroup server environment, including proper file management.
- Effectively utilize standard office software (spreadsheet, word processing, database, email, calendar and others).
- Utilize engineering software including CADD, GIS, CMMS and asset management.
- Perform mathematical and engineering calculations including basic algebra, geometry and trigonometry.
- Review or prepare any work product in a clear, accurate and concise fashion in conformance with accepted engineering practice and District standards.
- Monitor own work product for quality and accuracy.
- Interpret and apply safety rules and regulations to work assignments.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Completion of an Associate's degree from an accredited college with course work in engineering, drafting, GIS, computer science or a related field.

Experience: Some experience working in engineering, GIS or a related field is preferred.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy.

3. Other Special Requirements:

- Computer usage with emphasis on AutoCAD, ArcGIS and other engineering applications is preferred.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment with typical office noise and conditions with frequent field visits involving an outdoor field environment, with exposure to hot and cold temperatures, and inclement weather. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by:  **Date:** 12/23/2015

Classified by:  **Date:** 12/23/2015

Approved by:  **Date:** 12/23/2015