City of Maryville

Position Title: GIS Technician

Position Type: Full-time; Non-exempt

What we offer: The anticipated hiring salary is $40,721. Excellent benefit package includes health, dental and vision insurance, life insurance, retirement pension with Tennessee Consolidated Retirement System, Section 457 plan, Roth IRA, and 24 hour access to onsite fully equipped fitness center.

Closing Date: February 12, 2021

<u>**About This Opportunity:**</u>

The GIS Technician performs intermediate skilled technical work assisting the GIS Manager with the maintenance of an Enterprise GIS database that supports the day-to-day mission of departments within the City of Maryville, City of Alcoa, and Blount County.

<u>**Essential Functions:**</u>

- Receives and responds to internal and external requests for GIS information and creates and maintains GIS databases and application programs to meet client needs.
- Participates in GIS analysis and map production needs including evaluating data sources and development procedures and preparing custom maps, tables and other deliverables.
- Participates on regional and departmental teams involved in researching, planning, developing, maintaining and refining GIS data layers, procedures and applications.
- Meets with departmental representatives to define GIS needs and recommends courses of action to meet those needs.
- Supports other GIS users, collaborates with co-workers, and assists with formal GIS training.
- Collects data in the field using Trimble GPS hardware and Trimble TerraSync software, ArcGIS Field Maps, or Survey 123 mobile applications.
- Coordinates with local government partners to ensure that timing and methods used to develop and update shared data are appropriate.
- Maintains metadata describing data sources, accuracy, reliability, completeness, feature types, and other related information.
- Researches various records, including deeds, plat maps, as-built drawings, construction plans, survey notes and permits, in order to maintain current and accurate digital maps and databases.
- Documents GIS data development and maintenance procedures.
- Conducts periodic and ad hoc quality assurance reviews of GIS layers and databases.
- Use and maintain GIS plotters and printers.

- Enters data into database using a variety of techniques including manual digitizing, scanning, and conversion of other data sources.

Knowledge, Skills, and Abilities:
- Knowledge of GIS concepts, procedures, and applications; Carotgraphic map design, accuracy of presentation with required map components & elements, CAD software such as AutoCAD or MicroStation.
- Skilled in the use of GPS equipment such as Trimble Geo7x, Trimble R1/R2, and RTK GPS receivers; Large format printers such as Canon; Unmanned aerial vehicles such as drones; scripting languages such as Python; knowledge of HTML/CSS; and SQL Server.
- Ability to carry out oral and written instructions; Read, understand, and comprehend written materials such as ordniances & technical manual; Quickly learn/use new skills and knowledge; Prepare accurate and reliable technical reports and manuals; Solve problems with complex variables.

Education and Experience

Associates degree with coursework in geography, geographic information systems (GIS), surveying, computer science, planning, or related field; and moderate experience working with geographic information systems (GIS); or equivalent combination of education and experience.

Must possess a valid driver's license to operate a motor vehicle in the State of Tennessee.

How to Apply:

A City of Maryville employment application is required for consideration. An electronic application is available on our website, www.maryvillegov.com/jobs. Paper applications are available in the front lobby of the Maryville Municipal Building, 400 W. Broadway Ave., Maryville, TN 37801. Please submit your application, resume and cover letter by email to humanresources@maryville-tn.gov , by fax to 865-273-3434 or in person in Human Resources.

City of Maryville is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.