

WEST SOUND UTILITY DISTRICT
RESOLUTION 611-16

A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
APPROVING NEW JOB DESCRIPTION FOR THE POSITION
OF GIS SPECIALIST AND PAY GRADE CHANGE

WHEREAS, the District's personnel policies include a comprehensive index of job descriptions of District staff; and

WHEREAS, it is of interest to modify the role and responsibilities for the "GIS Coordinator" position and, therefore, a need to change the job description, and

WHEREAS, there is further a need to modify the pay grade for this position; and

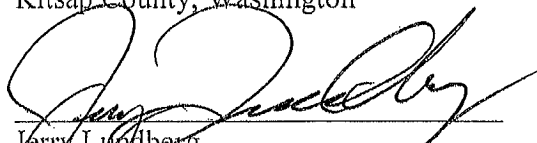
THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT
HEREBY RESOLVES:

Section 1. The job description for the position of "GIS Specialist" is hereby approved (Exhibit "A").

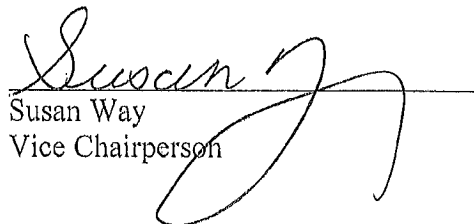
Section 2. The salary for the "GIS Specialist" shall be set at Pay Grade 14.

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a Regular Board meeting held on July 11, 2016.


WEST SOUND UTILITY DISTRICT
Kitsap County, Washington



Jerry Lundberg
Chairperson



Susan Way
Vice Chairperson



James J. Hart
Secretary

WEST SOUND UTILITY DISTRICT

Job Description

EXHIBIT "A"

Job Title: GIS ~~Coordinator~~ Specialist

FLSA: Non-Exempt

Reports to: Operations IT Manager

General Function

The GIS ~~Coordinator~~ Specialist maintains the digital mapping systems, and the computerized maintenance management system (CMMS) for West Sound Utility District. The employee is responsible for producing and updating District maps, graphs and charts to be used as public documents and, in addition, he/she is responsible for developing and maintaining accurate data and up-to- date information in the CMMS program. ~~prepares maps and is the Administrator of the VUEWorks CMMS.~~ The employee works collaboratively with the IT Manager to continuously develop, operate and maintain the GIS/CMMS, including components of the system database, system hardware, software and system design a long-term development and maintains plans for both systems, ~~maintain the CMMS.~~ The employee may work on special projects as directed by the General Manager or Operation Manager.

Job Duties and Responsibilities

The job description reflects general details as necessary to describe the principal functions of this employment position, the level of knowledge and skill typically required, and the scope of responsibility. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load. Specific duties and responsibilities include, but are not limited to:

1. Creates, maintains and updates District GIS maps for purposes of utility location and identification, planning and presentation to the public. This includes maps, parcel maps, aerial maps, topographic maps, land use and all other related maps.
2. Assures the integrity, security and effective performance of the GIS/CMMS program database that integrates computer technology which utilizes multi-layer geo spatial data on district geographic boundaries, features, addresses, utilities and locations.
3. Develop GIS/CMMS applications in support of District goals. Coordinates and prioritizes GIS/CMMS development projects with other District departments, associations, and outside agencies. Works with District users to develop project objectives. Plans development projects to assure that GIS/CMMS projects meet objectives. Evaluate trends; anticipate problems, and reports on the status and performance of GIS/CMMS projects.
4. Coordinates development of component layers and structure of spatial data. Coordinates plans to acquire, exchange, share, and integrate digital data. ~~Coordinates~~

- ~~the continuous development, operation and maintenance of the GIS/CMMS, including components of the system database, system hardware, software, and system design.~~
5. ~~Serves as subject matter expert on GIS/CMMS;~~ Assures effective communication of GIS/CMMS issues, analyzes problems and recommends solutions to meet standards and guidelines.
 6. Compiles geographic data from a variety of sources. Scans, rectifies and digitalizes data. Edits and refines GIS/CMMS data, updates databases, and performs quality control checks to assure data integrity.
 7. Coordinates with the Utility and SKWRF Crew Leaders for assistance in collecting infrastructure location data with GPS equipment.
 8. Assist in the development, review and updates of district long-range plans.
 9. Responds to inquiries, complaints, emergencies, or requests for information regarding area of assignment from other departments and the general public, providing information within scope of knowledge and authority, or refers to appropriate individual.
 10. ~~Services as Emergency Management Officer.~~
 11. Performs other related duties as assigned.

Training and Education Requirements

The minimum training and education ~~requirements~~ desired include:

Education: ~~High school diploma~~
Associate's Degree in GIS, IS or other related field
GIS or surveyor technical training

Certification: ~~Water Distribution Manager 1;~~
~~WWCPA Specialist 1 Certification~~
~~Traffic Flagging Control;~~
First Aid

~~The employee is required to have a valid Washington State driver's license with a Class B Endorsement with air brake and tanker endorsement at all times.~~

Experience

Any combination of experience and training that provides the District the desired skills, knowledge and abilities.

~~The GIS Coordinator Specialist should have a minimum two years of responsible technical experience in the use of operations of geographical information system or an equivalent combination of training, education and experience, five years of experience in a public wastewater or water system.~~

Knowledge, Skill and Abilities

While requirements may be representative of minimum levels of knowledge, skills, and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Competency with computerized mapping systems.
- Competency with ~~District maintenance program~~ CMMS programs.
- Competency with AutoCad/Visio drafting techniques.
- Competency with the safe and effective use of survey grade GPS equipment.
- Methods, techniques, and procedures in the operation and maintenance of wastewater collections systems and pump station facilities and water distribution systems.
- Methods, planning, organizing managing programming and troubleshooting problems with GIS/CAD and other software and computers, designing databases.
- ~~Diagnose problems in water systems, collection systems and pump stations.~~
- Read and interpret blueprints, plans and drawings. Assist in developing short and long range plans and objectives.
- Establish and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- Communicate effectively, both orally and in writing.
- Establish and maintain accurate records of assigned activities, designs and operations.
- ~~Maintain knowledge of the water and wastewater systems to perform duties as on-call and emergency standby.~~

Working Conditions

Duties are primarily performed in an office environment while sitting at a desk, drafting table or computer terminal, but may also require travel to meetings and field inspections. When in the field, the employee may be exposed to adverse weather conditions, automobile traffic and construction hazards. Duties require visual inspection of drawings, maps, exhibits, brochures, technical reports, graphic illustrations, displays, charts, graphs, signs, pamphlets, literature and related materials.

~~Work is performed in the office and in the field with exposure to traffic, varying weather conditions, and hazardous conditions. Exposure to wastewater and various toxic chemicals may present a physical hazard. Subject to 24 hour on call availability. Work hours may be adjusted to meet requirements of the district.~~

Physical Demands

The GIS Coordinator Specialist must have overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for long periods of time, traversing rough terrain, working in or over water, working at heights or on scaffolding up to 20-foot off the ground, bend, or work in tight or confined areas. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of danger or hazard. ~~The incumbent~~

~~must have vision corrected to at least 20/40.~~ Specific vision abilities include close, distant and peripheral vision, depth perception and to adjust focus.

The incumbent must be able to lift ~~50~~ 25-pounds and carry that load a minimum of ten feet. The incumbent must be able to climb in and out of a four-foot deep trench.

Other

All employees must comply with the District's Drug and Alcohol Program.

All employees who operate District vehicles must have a driving record acceptable to the District's insurance carrier.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

The job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and the requirements of the job change.