

CITY OF HELENA



Position Title: Utility GIS Analyst

Department: Public Works

Division: Utilities Maintenance

Grade: 146

FLSA: Non-Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose: This position will develop and maintain Geographic Information data layers related to Public Works infrastructure for the water, wastewater, storm water and other utilities operated by the City of Helena. The position will oversee data quality, data integrity and data consistency, support other staff who operate and maintain infrastructure databases and be responsible for analysis of collected data for capital planning, operation and maintenance, regulatory obligations and related needs. Position may provide comparable support to other Divisions within the Department as needs arise. The nature of the work performed requires that the position establish and maintain effective working relationships with the City Manager, Department Heads, other City employees, elected officials, vendors, other government agencies, and the general public.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

GIS System Information Development, Maintenance and Analysis

The principal function of this position is to assist in the development, collection and maintenance of the GIS System data layers for the Water, Wastewater, Storm and other utilities or divisions within the City of Helena and Lewis and Clark County IT&S Enterprise. A primary responsibility will be the development and use of GIS information to support capital planning, operation and maintenance functions and integration and use of various maintenance software applications in the field for the Division. The position will serve as quality assurance and quality control for data collected in support of the GIS related functions. Additional responsibilities include complex analysis, custom reporting and application integration with a variety of systems to provide an advanced understanding of operational performance and efficiencies and capital planning and replacement needs. The position will oversee collection of new data by other maintenance staff and troubleshoot and ensure data integrity or improvement in existing and new GIS data layers. The work is performed under the supervision and direction of the Division Superintendent, but considerable leeway is granted for the exercise of independent judgment and initiative in program implementation.

Work order management, Data Integration and Support

The position will assist and oversee the development, integration and maintenance of the GIS information, Cityworks Software Systems and other maintenance software systems within the City of Helena Public Works. Additional responsibilities including implementation, database administration, and training and support for all related maintenance management applications as required. The position will function to support other Divisions in the maintenance and upkeep of software systems that rely on GIS. The incumbent will assist in the integration of system data for field application software and equipment.

Program Development, Database Integration and Support

The position will advise and recommend direction for continued development of GIS functions and software for related programs within the Division and other Divisions of Public Works as needed to support established missions and data needs. The incumbent will oversee development and implementation of related databases to support required operation and maintenance functions and support a robust GIS system for the benefit of essential Public Works functions.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- GIS software, databases and related applications, and of GPS hardware and software
- Database design and development, working with relational database systems, and in the creation and maintenance of the systems
- Mobile devices such as smart phones, tablets, and ruggedized data collection equipment
- Principles and methods of training and instructing others in appropriate computer use and operation
- Microsoft SQL servers
- ESRI ArcGIS products including ArcGIS Desktop, ArcGIS Server, ArcSDE, and asset management systems
- Object-oriented programming languages and web technologies

Skill or ability to:

- Effectively manage all aspects of GIS and Cityworks with related technical staff
- Lead projects to successful completion
- Analyze, interpret, and develop solutions in a timely manner
- Visualize abstract concepts and effectively communicate them to others
- Utilize critical thinking and logic in dealing with systems problems
- Exercise sound, independent judgment and work with minimal supervision
- Maintain confidentiality of sensitive information and data
- Establish and maintain effective working relationships with assigned supervisors, other City employees, elected officials, vendors, and the general public
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language
- Effectively lead and train staff on job-related tasks and safety procedures
- Create queries, expressions, and formulas to write effective technical reports, flowcharts, topological data and other related data
- Prepare and present accurate and reliable reports containing findings and recommendations
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks
- Follow proper safety procedures and take proper care of City-owned equipment and tools
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Ingenuity and inventiveness in the performance of assigned tasks.
- Consistently performs assignments in accordance with the City's Core Values of Integrity, Leadership, Service and Teamwork.

Physical Demands:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, and lift 50 lbs., distinguish color, and wear protective apparel; exposure to cold, heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, electrical hazards, and traffic hazards; and ability to travel to different sites and locations. Work performed in general office setting with occasional field work. Ability to respond to occasional after hours work or emergency situations is required.

Minimum Qualifications (Education, Experience and Training):

This position requires at a minimum a Bachelor's Degree in Geography, Computer Science or a related field in combination with demonstrated experience. Experience is typically shown through 2-4 years' experience in GIS project leadership, GIS-related software application, GIS-related database management, and GPS hardware, software and mapping experience. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Supervision Received: Supervised by the Utilities Maintenance Superintendent; receives occasional program direction from the Public Works Director.

Supervision Exercised: Indirectly supervises staff in support of GIS projects and data collection.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.