

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	GIS Specialist/Analyst	Department:	City Utilities Engineering
Requisition Number:	2024291		
Hours:	8:00 am to 5:00 pm, may vary	Rate of Pay:	\$28.42-\$36.06/ hour
Date Posted Up:	11/26/2024	Date Posted Down:	Until Filled
Time Up:	9:00 am	Time Down:	

Working under the direction of the Utility Program Manager II – Utility Engineering Administration and working closely with Utilities Engineering Management, the incumbent will utilize GIS software and related systems and tools along with established processes and procedures to collect, check, process and utilize geographical data for the daily consumption and usage of the various divisions of the City of Fort Wayne Utility. The incumbent develops, implements, and maintains GIS and Trimble Cityworks applications and databases, ensuring compliance with regulatory permits, environmental requirements and policies for City Utilities. The incumbent is expected to establish and maintain effective working relationships and help build consensus among City Utilities departments, other agencies, watershed groups, and the business community. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City and Utility's safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to successfully perform tasks and duties associated with a GIS Specialist/Analyst. Assist with Trimble/Cityworks software Administrator duties. Assist with other GIS staff, interns, work and requests Ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

PLANNING/JUDGEMENT

- Plans and manages time and workload for successful and timely completion of goals and work.
- Uses good judgement to brainstorm, discuss and utilize industry standard tools, methods and processes to efficiently perform GIS-related work.
- Assists in the development and implementation of GIS and Cityworks standards, planning, documentation, policies, and procedures, ensuring consistent and effective use of related technology and Industry Standards;
- Stays updated on the latest GIS technologies, trends, and best practices as requested, recommending and assisting with implementing improvements in GIS operations;
- Assists to develop and/or enhance simple dashboards and reports for personnel to view and analyze data for daily City Utilities work efforts.

INFORMATION/COMMUNICATION

- Communicates effectively on work requests, status, progress and issues to manager, staff and stakeholders utilizing approved frequencies, communication methods and tools to ensure customer satisfaction on work, reports and requests;
- Maintains excellent communication and interpersonal skills to collaborate effectively with team members and stakeholders;
- Assists with collaboration with engineers, staff, and other stakeholders, as requested, to understand GIS and Cityworks needs and help develop solutions; The software and methods listed are to be representative, not all inclusive;

MANAGEMENT/OPERATIONS

- Assists with a wide range of administrative, technical and managerial tasks necessary for the development and ongoing operation of the City Utility GIS environment, including but not limited to ensuring state of the art data management and technology;
- Assists with GIS, Cityworks and related computer system and software configuration, maintenance, user interfaces, development, housekeeping, maintenance and support;
- Assist to perform testing of software and software configurations and implementation of upgrades.
- Assist to maintain connections, permissions and security roles within the Cityworks application.
- Assist to create, maintain, and publish GIS maps for consumption within the Cityworks application.
- Assist to handle escalated customer incidents, problems and service requests related to Cityworks in a timely manner.
- Assist to design and develop reports and analytics within Cityworks, Power Bi, and other analytics tools.
- Assist with reviews and configurations of GIS and Cityworks software to prevent problems and roadblocks and to present technical issues and their impact to management with recommendations for solutions.
- Assist to coordinate and/or provide training and technical support to application end users.
- Works to develop detailed understanding of City Utilities organizational structure and how that translates to GIS and/or Cityworks usage, need, and demand;
- Digitizes and maps GIS features using aerial imagery, detailed drawings, GPS data, maps and various other sources;
- Utilizes established procedures to obtain data from forms, detailed drawings, GPS data, maps, and various other sources provided by engineering departments and permitting entities;
- Enters data into City software programs, forms, databases and other systems.
- Assists to create digital and printed format maps, apps and dashboards using GIS and Cityworks data in enterprise databases;
- Assists to maintain, update and analyze GIS data.
- Assists to provide support and training on the effective use of GIS and Cityworks software, related tools, apps and workflows to ensure smooth operation and understanding within various groups;
- Conducts field data collection and verification using GPS and other surveying tools to ensure data precision and reliability;

SPECIALIZED SKILLS

- Assists in performing Cityworks Administrator tasks and duties as requested and required.
- Assists to plan and execute configuration, maintenance, and upgrades of the Cityworks application as requested and required.
- Learns current programming skills and languages such as Python, SQL, Notebooks and Arcade to assist in developing and automation of workflows, processes and data management.
- Assists to develop, maintain, and update GIS and Cityworks databases and applications to support water and sewer utility projects, ensuring data accuracy and utility innovation;
- Learns how to utilize APIs and other technology to connect GIS data, apps and tools with other relevant databases and systems, enhancing data accessibility, automation, integration and consistency; Assists as requested.
- Assists in the preparation of data, analysis, reports and information for various requirements such as, but not limited to, environmental, grants and other funding opportunities;
- Learns and assists to develop automations and visualizations within the GIS and Cityworks environment using software, technology and various tools; Learns and assists with Microsoft Power Bi, ESRI Python and Arcade.
- Perform job duties as directed and necessary to fully utilize and maintain certifications, licenses, training, etc. that has been obtained per job description requirements and/or CU Engineering Skill

DOCUMENT MANAGEMENT, PROCESSING & ANALYSIS

- Analyzes, joins, and relates data from a variety of data sources with new and existing GIS datasets;
- Assists to analyze and evaluate GIS and Cityworks data for accuracy and completeness and develops processes and procedures to remedy any inconsistencies;
- Performs spatial data analysis and generates detailed maps and reports to assist in utility planning, operations, and asset management;
- Assists to create, modify and update GIS and Cityworks data, maps, diagrams, etc. using desktop and online software, geoprocessing tools, and databases;
- Ensures data quality and integrity by performing regular data validation, cleaning, and updating procedures;
- Help provide best practice guidance for GIS and Cityworks configuration and customizations;
- Help design and implement business process workflows utilizing GIS and/or Cityworks configuration.
- Help document workflows, business process models, designs and technical solutions.
- Help ensures projects are completed and delivered on time and meets requirements and expectations.
- Help collaborate with analysts, designers, and system owners in the creation and testing of new configurations and functionality
- Help create and maintain metadata and documentation for GIS and Cityworks datasets, workflows, processes and applications;
- Supports emergency response efforts by providing timely and accurate GIS and Cityworks data and analysis, aiding in decision-making processes;
- Utilizes established procedures and GIS software such as ESRI ArcGIS, Microsoft 365 products, and various other software to assemble, merge, sort, and analyze data for use in reports, digital and printed maps, and online apps and dashboards;
- Assists to maintain Quality Control (QA/QC) of GIS and Cityworks data workflow throughout the City Utilities organization;

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

MINIMUM REQUIREMENTS

- Able to perform each essential duty above satisfactorily;
- Basic to moderate experience with enterprise application administration, strong communication skills, and effective collaboration abilities with various City staff.
- Basic to moderate experience with testing new configurations and customizations, migrating changes across environments.
- Basic to moderate communication skills and knowledge of IT best practices.
- Ability to build collaborative relationships with other staff and stakeholders.
- Strong analytical, personal management and problem-solving skills to handle complex tasks and challenges;

- Able to work as a team member on varying sizes projects and complexities;
- Able to be a highly motivated and a critical thinker;
- Able to possess strong attention to detail;
- Able to work with minimal supervision.

EDUCATION and/or EXPERIENCE

- Associate's degree (A.A.S.) in Civil Engineering Technology, Computer Science, GIS, or equivalent degree/experience;
- Three (3) to six (6) years or more practical working experience in a GIS environment with strong skills in spatial data management; GIS (ESRI) training and/or certification is a plus;
- Minimal to moderate experience working in Power Bi, SQL, Model Builder, scripting in Python and/or working with Arcade is a plus;
- Experience with web mapping applications and tools such as ArcGIS Online, ArcGIS Hub and Sites;
- Working experience and knowledge using common office applications such as Office 365 suites, OneDrive, SharePoint, Teams, internet, word processing and spreadsheet apps are a must;

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of coworkers or general public.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Support from supervisors will be available in unusual situations which do not have clear precedents.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Driver's License, if a City vehicle is used.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving vehicles, cleaning products and outside weather conditions. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.