

POSITION DESCRIPTION

Title: GIS Coordinator

Department: Highway Department — Geospatial Operations

Job Analysis: May 2018, September 2018, September 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Geospatial Operations Manager, County Engineer

Subordinate Staff: None

Internal Contacts: BCHD Section Heads, Staff and other County Employees

External Contacts: General Public, Alabama Department of Transportation; Municipalities, etc...

Status: Classified/Exempt (S313)

Job Summary

Assist ~~Engineering~~ staff with various GIS duties including but not limited to making maps, ~~and creating new shapefiles~~ maintaining, creating, and editing numerous ESRI SDE and layers datasets which contributes to the operation of the Highway Department. Update/Maintain ~~CIMS road table~~ spatial and tabular data associated with road centerlines, projects, and right of way features on a daily basis. Manage linked ~~CIMS~~ MUNIS (asset management) and GIS data. Train Highway staff members and answer GIS questions as needed. Assist and perform QA/QC on data collected by BCHD employees as BCHD infrastructure is collected. Perform geospatial field data collection related to GIS or surveying projects as needed.

Job Domains

1. Utilize ArcMap, ~~CIMS, Crystal Reports~~ and other software to maintain and analyze the department's GIS data.
2. Assist all Sections in preparing GIS maps and ~~creating shapefiles and~~ layers for use in the field as well as for presentations to the Baldwin County Commission and the general public.
3. Must be highly motivated and organized.
4. Be a backup for overweight permits for the state.
5. Professional contact with outside engineering consulting firms and the general public.
6. Review all MSAG notifications from 911.
7. Assist the Operations Manager in reviewing all annexations to see the impact on county maintained roads.

Physical and Other Characteristics

1. Willing to travel to training sessions, meetings and seminars on public works.
2. Understand and respond accordingly to verbal communications or oral instructions, carry on a conversation with the public and other staff; hearing aids are acceptable.
3. See well enough to read fine print and numbers accurately on a computer monitor or on a printed document without transposition and operate a motor vehicle.
4. Strength and sufficient body movement to conduct fieldwork, lift objects, use hand tools, and operate a motor vehicle.
5. Ability to work outdoors in hot or cold weather while navigating uneven terrain.
6. Ability to lift up to 100 lbs (such as manhole covers, etc.)
7. Ability to bend, stoop, crawl, climb hills or ditches, and stand for long periods of time.

Knowledge, Skills, and Abilities

1. Must be proficient in ArcMap.
2. Verbal skills to communicate effectively with office staff and general public.
3. Reading skills to read and understand written instructions, manuals and correspondence.
4. Listening skills to understand verbal communications with co-workers and public.
5. Ability to operate office machines such as calculator, computer terminal, plotter, and copy machine.

Minimum Qualifications

1. Minimum of Bachelors degree and two (2) years' experience in ArcMap or a minimum of five (5) years' experience in ArcMap in lieu of Bachelor's degree.
2. Willing to work overtime and non-standard hours to meet deadlines as required.
3. CMIS, MUNIS, Microsoft Office applications, and Power Point experience a plus.
4. Have a valid driver's license.