



GIS & MATERIALS MANAGEMENT COORIDINATOR

This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.

SUPERVISOR: Utilities General Manager

SUPERVISE:

SUMMARY DESCRIPTION

Responsible for managing and maintain the City of Wahoo Utilities GIS and Inventory systems.

EXAMPLES OF WORK PERFORMED

ESSENTIAL FUNCTIONS: *The following examples of work are illustrative only and are not intended to be all inclusive.*

Learns and explores all aspects of Wahoo Utilities & City of Wahoo GIS system including updating spatial databases, reading, and interpreting site and subdivision plans or documents and updating attribute information in tabular databases.

Digitizes features to update the Utilities GIS.

Researches, develops, and maintains various software applications, programs, automated GIS tools and products.

Performs data collection using Global Positioning System equipment.

Assists Utilities & City departments with GIS related activities and daily GIS or general technology needs.

Updates and maintains both preventative and corrective maintenance to assets in the Utilities GIS system.

Responsible for maintaining and discarding inventory to ensure adequacy of quantity and quality according to established policies and procedures.

Establishes and maintains a computerized warehousing system for all utility supplies and material to facilitate proper inventory and job costing records and provide necessary material to utility staff in a timely fashion.

Receives purchased material; verifies material to determine accuracy of order and condition for use; reports any merchandise or material damaged in transit.

Assists and coordinates with Utilities Office Manager & Purchasing Agent in the proper accounting of utility materials, supplies and equipment in accordance with accepted utility practice.

Aids auditors in the performance of annual audit, as needed.

Prepares various reports and records pertaining to the duties performed such as maintenance records for various utilities work on the GIS system, inventory orders, utilizes various computer programs in the establishment and maintenance of records and reports.

Answers inquiries from the general public; receives citizen complaints and takes appropriate action to resolve problems or concerns.

Operate forklift for unloading material.

Performs duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time to successfully perform the assigned duties.

Knowledge of:

- Principals and practices of collection of GIS data and management of GIS systems
- Principles and practices of materials management and inventory control
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Read and interpret maps and blueprints (plans)
- Learn the utility services provided and geography of the city's utility service area.
- Plan and organize a personal work schedule, set priorities, meet deadlines while managing frequent interruptions.
- Operate forklift.
- Operate GPS and GIS handheld devices and equipment
- Perform mathematical calculations with speed and accuracy.
- Use independent judgement and personal initiative.
- Prepare and maintain department documents, business letters, records and reports.
- Communicate clearly and concisely, both orally and in writing.
- Perform duties with thoroughness, accuracy and attention to detail.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment: Work is performed primarily in a standard office environment with hazards typical to that environment, but position may require times of outdoor work where heat, cold, precipitation, and the results of weather and nature may be encountered. This position will require travel within and outside of the city which imposes common travel hazards.

Physical: Primary functions require lifting and carrying up to 50 pounds occasionally, the ability to function productively in a standard office environment accessing cabinets, shelving, work areas and office equipment, the ability to sit for long periods of time and to maintain focus on project, and the ability to maneuver in undeveloped areas on uneven surfaces for up to one mile in various types of weather,

Hours: Standard work hours will be Monday – Friday 8:00 AM – 5:00 PM with occasional hours including weekends and evenings as required. To successfully fulfill the essential functions of this position, employee must maintain standard work hours within City of Wahoo.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training: Two years of college with a degree or certificate in Geographic Information Systems or related field with one year of experience with ESRI projects and with various GPS handhelds and field equipment, or any equivalent combination of training and experience the provides the required skills, knowledge and abilities.

Must possess a valid Nebraska Driver's License and meet the requirements of the City's motor vehicle use policy.

There is no residency requirement for this position.

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