



CLASSIFICATION DESCRIPTION

TITLE: Stormwater Asset Supervisor

JOB CODE: 16 Exempt

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the position is to perform skilled technical and professional work to capture, track, manage and update asset information for the department and other stakeholders through the design, development, and maintenance of Geographic Information System (GIS) information including graphics and mapping applications.

Employee should expect to perform various intricate professional administrative and analytical tasks including preparation of strategic planning documents and conduct research and evaluation of programs and projects. Employee should possess solid communication skills, detail-oriented/critical thinking skills, creativity - thinking outside the box, excellent problem-solving skills.

Employee should exercise considerable initiative and independent judgment in enhancing and refining needed asset management documents. Will propose and monitor specific needed actions for the Department and closely coordinate with division leaders for implementation of work activities. Activities will include field asset data collection, data input, and analysis including continuous review of to assure accuracy

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Enhances, expands and maintains the Geographic Information System (GIS) of the city, specifically as it relates to both office and field engineering of the design, construction, operation and maintenance of public/private facilities.
- Assists departmental staff in research, development, and linkage of performance measures to support the City's Strategic Plan Goals and objectives.
- Collects comparative information, conducts need analysis, and evaluations for assigned reports, projects, and programs.

- Assists Department Management staff to identify strengths and opportunities for improvements and develop implementation plans for these changes throughout the department.
- Interacts collaborates and communicates with various groups and individuals, including City departmental staff and professional peers, and the general public.
- Works with City departments and teams on project implementation, as needed, to further the City's goals.
- Develops and manages GIS data bases and workflows
- Develops new GIS solutions and provides support after the product is delivered.
- May independently maintain and/or develop GIS applications of moderate size and complexity
- Utilizes GIS and associated software to produce, display, and analyze geographic information; creates case maps to internal customers in various departments.
- Prepares, updates and maintains graphic displays databases, reports, statistical information and maps as requested.
- Interprets various information from applications to GIS files, e.g., survey drawings, site development plans, subdivisions plan, plats.
- Assists various employees with map production and analysis of spatial database information; provides technical support to train and assist system users in new and existing GIS applications.
- Organizes, creates, manipulates, enters and retrieves GIS data for reporting, analysis and presentation purposes.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Geography, Computer Science, Planning, Engineering, Surveying or related field.

Experience in analysis, design and implementation of enterprise geodatabases.

Experience with automated geographic information systems, ArcGIS preferred.

Experience in asset management.

Or an equivalent combination of education and experience.

Equivalent is considered:

Associate degree in Geography, Computer Science, Planning, Engineering, Surveying or related field.

Three years' experience in analysis, design and implementation of enterprise

geodatabases.

Three years' experience with automated geographic information systems, ArcGIS preferred.

Three years' experience in asset management.

Or equivalent combination of training and experience.

OR

Equivalent is considered:

GIS Certification

Five years' experience in analysis, design and implementation of enterprise geodatabases.

Five years' experience with automated geographic information systems, ArcGIS preferred.

Five years' experience in asset management.

Or equivalent combination of training and experience.

Have some supervisory experience.

Have strong research and writing and computer skills

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles, practices and methods of GIS database development, management and maintenance.
- Possess excellent interpersonal and communication skills to include exceptional customer service skills
- Excellent oral and written communication skills.
- Strong analytical, communication and organizational skills.
- Works well with frequent interruptions, deadlines, creative thinking, handling multiple projects simultaneously, and making decisions based on incomplete information.
- Maintains positive interactions with internal management and staff.
- Works well with minimal supervision and with some latitude for self-directed action.
- Knowledge of GIS concepts of presentation graphics; knowledge of digitizing techniques.

- Knowledge of higher math and the practical application of such to land survey and cartographic practices, e.g., basic algebra, planer geometry.
- Knowledge of GIS workstation hardware, software, and operations.
- Knowledge of CADD production techniques, and information management techniques relating to real property, public works, and building construction.
- Skill in researching, compiling, and summarizing statistical data and information materials.
- Skill in the manipulation and management of relational and non-relational database(s).
- Ability to research and interpret land record data, legal descriptions, ground and underground infrastructure data, aerial imagery and related GIS renderings.
- Ability to effectively communicate both orally and in writing.
- Ability to establish and maintain effective working relationships and communications with project consultants, private contractors, City employees, and the general public.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 35 pounds.
- While performing the essential functions of this position the employee may be exposed to disagreeable environmental factors.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.