



CLASSIFICATION DESCRIPTION

TITLE: STORMWATER ASSET & GIS SPECIALIST I JOB CODE: 13 (Non-Exempt)

GENERAL DESCRIPTION OF DUTIES

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

The employee is responsible for developing and implementing an array of desktop and mobile GIS applications to support Department wide efforts. Including asset inventories, asset record maintenance, fieldwork management and tracking using ESRI ArcGIS Enterprise and ArcGIS Online. This position requires working knowledge of ESRI products to create web and mobile applications. Desktop applications are created in ArcPro.

Employee should exercise 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.

- Create and edit geospatial data using various techniques, including field collection, Coordinate Geometry for legal descriptions, digitize from georeferenced plans, digitize from ortho-photography, and more.
- Create and manipulate geospatial data to a high degree of integrity, for reporting, spatial analysis, and presentation purposes.
- Utilize multiple databases and GIS software to perform complex spatial analysis for Stormwater.
- Develop, update, manage, and maintain geodatabases, workflows, reports, statistical information, and maps as requested in an ArcSDE environment.
- Organizes, creates, manipulates, enters, and retrieves GIS data for reporting, analysis, and presentation purposes.
- Field data collection of various stormwater assets using a handheld GPS device.
- Interpret survey drawings, site development plans, subdivision plans, and plats of above and underground infrastructure plans.
- Supports the Stormwater Emergency Operations Center (EOC) when activated as

required.

- Recommends new technologies and techniques for solution development and remains current on GIS technology trends and best practices to improve the Department's capabilities and contribute to the overall efficiency of stormwater management.
- Assists various employees with technical support to train and assist system users, with various skill levels, in new and existing GIS applications.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Geography, Computer Science, Planning, Engineering, Surveying, Environmental science, or related field; supplemented by one (1) year progressively responsible experience in GIS products; or an equivalent combination of education, training, and experience.

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.
- Knowledge of GIS concepts of presentation graphics; knowledge of digitizing techniques.
- Knowledge of GIS systems architecture, including the various components that comprise an Enterprise GIS.
 - Knowledge of ArcGIS Solutions for stormwater and/or utility network and data management.
- Experience with ArcGIS Desktop 10.8 & Pro 2.8 or higher, ArcGIS Enterprise 10.9 or 11, and ArcGIS Online.
- Knowledge of stormwater best management practices and environmental regulations.
- Knowledge of standard cartographic survey procedures; knowledge of general construction specifications and blueprints.
- Skill in researching, compiling, and summarizing statistical data and information materials to interpret land record data, legal descriptions, ground and underground infrastructure data, aerial imagery, and related GIS renderings.
- 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.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to 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.