

RESOLUTION NO. 09-2017

Adopting Job Descriptions for Engineering and GIS Manager and GIS Analyst and Amending the Pay Resolution to Accommodate Said Positions and Amending the Staffing Chart to Accommodate Said Positions and Seasonal Staffing in the Department Of Service and Engineering.

WHEREAS, it is the policy of City Council to adopt new strategies and technologies to improve the operations of the City; and,

WHEREAS, City Council wishes to adopt job descriptions for the position of Engineering and GIS Manager and for the position of GIS Analyst; and,

WHEREAS, it is necessary to amend Resolution No. 58-2016 establishing compensation for classified positions in the City to authorize the position of Engineering and GIS Manager at Range 22 and to authorize the position of GIS Analyst at Range 16; and,

WHEREAS, it is desirable and necessary to amend Resolution No. 59-2016 establishing the 2017 Staffing Chart of the City of Worthington to replace the position title GIS Manager with the position title Engineering and GIS Manager, and to add one GIS Analyst Position and to authorize six Seasonal Workers in the Department of Service and Engineering;

NOW THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the job description for the position of Engineering and GIS Manager (Class Specification No. 222) as per the description attached hereto be and the same is hereby adopted.

SECTION 2. That the job description for the position of GIS Analyst (Class Specification No. 242) as per the description attached hereto be and the same is hereby adopted.

SECTION 3. That City Council does hereby amend Resolution No. 58-2016 to authorize the position of Engineering and GIS Manager at Range 22 and the position of GIS Analyst at Range 16.

SECTION 4. That City Council does hereby amend the 2017 Staffing Chart of the City of Worthington by replacing the position title GIS Manager with the position title Engineering and GIS Manager, by adding one GIS Analyst Position and by authorizing six Seasonal Worker Positions in the Department of Service and Engineering.

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SECTION 5. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted April 3, 2017

/s/ W. Scott Myers
President Pro-Tem of Council

Attest:

/s/ D. Kay Thress
Clerk of Council

CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: Engineering and GIS Manager	CLASS: 222
Department: Service and Engineering	Title Originated: April 2001
Date: April 3, 2017	
Reports To: Director of Service and Engineering	Updated: 2017

General Statement of Duties

The Engineering and GIS Manager provides direct project management support to the Director of Service and Engineering /City Engineer, assists with the management and coordination of capital improvement projects, other engineering work and the overall operations of the Division of Engineering. This position also coordinates and supervises all City GIS functions, including implementation and maintenance of GIS resources, applications, procedures and protocol; recommending and overseeing upgrades in GIS services, and overseeing GIS functions and support for all City Departments/Divisions. The Engineering and GIS Manager supervises the GIS Analyst and Field Inspector-Capital Improvements positions.

Essential Functions of the Position:

Assists with the coordination of design and construction management of infrastructure improvement projects.

Assists with review of plans and specifications for improvement projects in the City submitted by property owners or developers.

Works in conjunction with the Field Inspector-Capital Improvements and the Assistant to the Director on the administration of construction projects including construction and preconstruction meetings, making field visits, coordination of prevailing wage requirements, preparation of pay estimates, change orders and other reports, and completion of final inspections.

Maintains as built drawings and other project records.

Maintains GIS procedures and protocols; recommending and overseeing upgrades in GIS service as needed.

Coordinates GIS needs across the City, assisting and training other City personnel using the GIS system. Updating and maintaining reports reflecting the status of projects.

Guides database coordination and query reporting with GIS applications and other City applications.

Creates and maintains the City's online mapping.

Guides the implementation of GIS system modifications through implementation planning, technical assistance, and management of vendor activities.

Develops contacts with other regional entities for the purposes of knowledge sharing and resource pooling.

Works with the City's Information Technology staff to coordinate system needs/functions.

Supervises the GIS Analyst and Field Inspector positions, monitors work and provides performance evaluations.

Assists with management of professional services consultants, and works closely with the Assistant to the Director.

Presents information to a wide variety of audiences through oral, visual, and written methods.

Demonstrates regular and predictable attendance.

Performs other duties as required.

Knowledge, Skills and Abilities:

Knowledge and experience with GIS data types, municipal applications, and data conversion techniques.

Knowledge and experience with GIS application software and hardware configurations.

Knowledge of ESRI products and software (desktop and server), ability to demonstrate products.

Requires a strong working knowledge of computers and technology, IT related technical skills, and knowledge of web applications.

Working knowledge of Autodesk products.

Dedicated to meeting the expectations and requirements of internal and external customers.

Strong written and verbal communication skills.

Ability to establish and maintain effective working relationships with employees, department heads, consultants, other governmental officials and the public.

Familiarity with CADD applications and operations

Uses rigorous logic and methods to solve difficult problems with effective solutions.

Understands the concepts behind data management and relational databases.

Strong mathematical and statistical skills.

Minimum Requirements of the Position:

Bachelor's Degree in Civil Engineering, Geography, Geology, Computer Science or other related field, or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities. A minimum of five years progressively responsible experience in GIS operations.

Current, valid Ohio Commercial Driver's License.

The 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.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 09-2017; Effective April 3, 2017

CITY OF WORTHINGTON

POSITION DESCRIPTION

POSITION TITLE: GIS Analyst	CLASS: 242
Department: Service and Engineering	Title Originated: 2017
Date: April 3, 2017	
Reports To: Engineering and GIS Manager	Revised:

General Statement of Duties

Under the direction of the Engineering and GIS Manager, the GIS Analyst maintains a current and accurate GIS database by creating, editing, and updating GIS data and metadata to ensure current and accurate data for City plans and projects. Supports or assists in projects involving GIS applications and provides assistance and troubleshooting for basic desktop GIS and related applications to ensure that users are trained and efficient in their use of the database.

Essential Functions of the Position:

Develops data for the GIS database using basic tools and techniques such as digitizing, map interfaces, geocoding, database manipulation, and the like.

Extracts data from the GIS database to answer basic questions.

Performs basic data analysis and digital cartography to provide digital and hardcopy map products.

Researches, interprets, and integrates into the GIS data from multiple sources such as field observations, deeds, plan drawings, and legislative records.

Assists in assigned projects by performing data collection, analysis, and mapping for basic applications.

Evaluates new GIS technologies, products, and services as assigned.

Conducts one-on-one or small-group training sessions on basic GIS applications and tools.

Demonstrates regular and predictable attendance.

Performs other duties as required.

Knowledge, Skills and Abilities:

Knowledge of GIS data types, municipal applications, and data conversion techniques.

Knowledge of GIS/CADD software packages and hardware configurations.

Knowledge of ESRI products and software (desktop and server), ability to demonstrate products.

Working knowledge of Autodesk products.

Knowledge of utility infrastructure and construction practices/materials.

Ability to provide technical assistance and support by analyzing complex problems and implementing solutions.

Ability to independently perform detailed work of a difficult nature with accuracy.

Strong written and verbal communication skills and ability to train users on hardware and software applications.

Ability to establish and maintain effective working relationships with other employees, department/divisions heads, vendors and the public.

Minimum Requirements of the Position:

Associate's degree in geography, cartography, engineering, computer science, or related field; two or more years of work experience with GIS systems, civil engineering, surveying, or comparable functions.

Current, valid Ohio Commercial Driver's License.

The 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.

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