



POSITION DESCRIPTION

Position: GIS Asset Management Specialist		Department: Department of Public Works	
Reports to: Manager of Public Utilities		FLSA Status: Exempt	
Location: DPW Facility	Division: Public Utilities	Pay Grade: N/A	
Revised: April 23, 2018	Last Reviewed:	Union: N/A	Status (FT/PT/Temp): Full-time

GENERAL PURPOSE

Performs a variety of routine and complex clerical, administrative and technical support work in the Department of Public Works, related to the Geographic Information System (GIS), Collaborative Asset Management System (CAMS), and other Public Utility management practices.

SUPERVISION RECEIVED

Works under the general supervision of the Public Utilities Manager.

SUPERVISION EXERCISED

Limited direction to field maintenance and seasonal employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The GIS Asset Management Specialist will be responsible for performing the following activities under the technical supervision of the Public Utilities Manager:

- A) Data Conversion and Collection of Utility Features Using ArcGIS and GPS equipment;
- Heads-up digitizing of utility features using ArcMap editing tools.
 - Use of the georeferencing tools to scale and register scanned record drawings to known coordinate systems.
 - Reference hardcopy record drawings and work collaboratively with staff in multiple City service areas and departments. Review AutoCad drawings along with other source references in ArcGIS to establish locations of utility assets.
 - Edit GIS data in a versioned Enterprise Geodatabase environment.

- Learn to manage/setup field equipment including mobile devices and GPS receivers to pursue field asset data acquisition and quality/control activities.

B) Responsible for Entering and Managing Data within the City's Asset Management Program CAMS (Collaborative Asset Management System) which is managed in Cityworks;

- Review and monitor all asset data within a server based asset management program.
- Instruct others to locate, manage, and generate reports from the asset management system.
- Update the City's utility asset information as new project developments or utility extensions are added to the asset management system.
- Configure work order templates, equipment lists, etc. to customize the application for the Department's needs.
- Attend monthly meetings and serve as contact with Oakland County for CAMS.

C) Additional Administrative Tasks

- Produce a variety of paper and digital maps for City staff as needed.
- Answer phone calls and field questions from the residents as needed.
- Data entry for Public Utilities and other DPW divisions.
- Presentations and staff training for asset management and GIS systems.
- Prepare spreadsheets in Excel, Access, etc.
- Additional clerical responsibilities as directed.

PERIPHERAL DUTIES

Position will require the candidate to work in both indoor and outdoor conditions, and work with or be trained by field staff in the daily operations of the Utility Division. Position is predominately in an office setting.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelors of Science in GIS (or related field with GIS minor/concentration), and

Two (2) years previous experience working with utility systems infrastructure drawings (water, sanitary, and storm water) is preferred, or

Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

A strong familiarity with Esri's ArcGIS 10.3 software, and asset management systems through applied coursework and/or relevant work experience. Experience with Cityworks AMS and ArcGIS Online (along with related applications, such as Collector) is preferred;

Basic knowledge of Global Positioning System (GPS) equipment use and principles. Experience working with sub-meter GPS equipment and supporting software is preferred;

Proven capability and experience to work independently under varying levels of direct supervision;

Strong knowledge of Microsoft Office (Excel, Access, PowerPoint, Word) and ability to learn and troubleshoot other computer information systems (i.e. PipeTech, Tokay, BS&A);

Ability to read and understand basic written/graphic materials such as work orders, maintenance booklets, directions, maps, etc.

Must possess and maintain a valid driver's license and the means to travel to/from the City of Auburn Hills Department of Public Works Building to an established, weekly schedule.

TOOLS AND EQUIPMENT USED

Telephone, networked computer terminal, personal computer, mobile devices such as cell phones and/or tablets, GPS equipment, copy machine, postage machine, fax machine, answering machine, base radio, and calculator and other office equipment as assigned.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to climb, stoop, kneel, crouch and smell.

The employee may occasionally lift or move up to 20 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment 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.

Office is well lighted, carpeted, with heated and cooled air environment.

The noise level in the work environment is typical of an office.

SELECTION GUIDELINES

Formal application, review of education and experience; oral interview and background check; conditional offer of employment; pre-employment medical examination; drug screening; additional job related skills, may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Director of Public Works

Approval: _____
City Manager

Approval: _____
Employee