

CENTRAL UTAH WATER CONSERVANCY DISTRICT
Job Description
Revised: 2018

JOB TITLE: GIS Analyst

REPORTS TO: Project Manager

STATUS: Non-Exempt

HIRING RANGE: \$66,708-\$80,000

JOB SUMMARY:

This position is responsible for performing geographic information system GIS functions, programming and to provide support in developing technical reports and presentations; and to serve as technical support resource for various software applications and to other District departments, outside agencies, and the public.

ESSENTIAL FUNCTIONS:

1. Composes, inputs, manipulates, reviews and maintains electronic Spatial Data in various. Creates and analyzes district facilities, asset geometry, easements, rights-of-ways, and land classifications as part of the Federal RRA Irrigation water program.
2. Manipulates data layers from different sources, including CAD, into correct coordinate systems.
3. Studies, analyzes, and interprets various engineering plans and documents, compares to previous plans and reviews for changes, for GIS data creation.
4. Prepares maps, charts, and graphics for District, consultant, and public use. Works with outside consultants as directed to produce datasets and maps using GIS related software.
5. Assists in conducting or overseeing field inspections, project coordination, and data analyses at District projects and facilities.
6. Uses specialized GIS skills such as GIS tool customization, scripting, advanced cartography, spatial modeling, web map creation, geodatabase design, creation, and maintenance, etc.
7. Exercises demonstrated experience in configuring ArcMap, ArcGIS Pro, Web App Builder, ArcGIS Server, ArcGIS Portal and other GIS-related programs.

MARGINAL FUNCTIONS:

1. Performs other related duties as assigned.

REQUIREMENTS:

Show ability in GIS principle, theories, and practices of data collection, storage, retrieval, map design, projection and coordinate systems, linear referencing, and GIS data management.

Ability to apply principles of logical and scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or other form; to deal with several abstract and concrete variables.

Ability to drive a vehicle to various work sites and inspect construction in progress on various District facilities and/or projects; to examine existing District facilities; to review construction plans, specifications and operating procedures.

Ability to order supplies and materials from catalogs, sales literature or vendor facilities, using telephone, internet, and fax machine.

Ability to input and retrieve data on computer including data logging and spreadsheets.

Ability to coordinate work to be done with various weather conditions, availability of parts and materials, with other CUWCD staff and private contractors for CUWCD.

Ability to exercise intermediate math skills including geometry, algebra, and statistics; ability to calculate variables and formulas; monomials and polynomials; ratio and proportion variables; square roots and radicals; ability to calculate plane and solid figures; circumference, area, and volume; to understand kinds of angles, and properties of pairs of angles; ability to calculate mean, median, and mode.

Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Ability to kneel: bending legs at knee to come to rest on knee or knees.

Ability to crouch: bending body downward and forward by bending leg and spine.

Ability to climb; to ascend or descent ladders, stairs, scaffolding, ramps, mountains and the like, using feet and legs and/or hands and arms.

Ability to reach: extending hand(s) and arm(s) in any direction.

Ability to finger and grasp; to pick, pinch, or otherwise work primarily with fingers rather than with the whole hand or arm as in handling, i.e., working with water sample bottles, surveying equipment, etc.

Ability to be subject to extreme cold: temperatures below 32 degrees for periods of more than one hour.

Ability to be subject to extreme heat: temperatures above 100 degrees for periods of more than one hour.

Ability to be subject to noise: there is sufficient noise to cause the worker to shout in order to be heard.

Ability to be subject to vibration: exposure to oscillating movements of the extremities or whole body.

Ability to be subject to hazards: includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and in high places of inside pipes or tunnels, on or near bodies of water (dams, reservoirs, etc.), exposure to chemicals.

Ability to exercise close vision to read, compute, record numerical data.

Ability to apply common sense understanding to carry out detailed, involved instructions; to deal with problems involving several concrete variables in or from standardized situations.

Ability to read technical manuals, prints, drawings, catalogs, instructions, etc.

Ability to prepare logs and reports; using proper format, punctuation, spelling and grammar.

Ability to communicate distinctly with appropriate pauses and emphasis; correct pronunciation (or sign equivalent) and variation in word order; using present, perfect, and future tenses.

Ability to work independently with minimal or no supervision.

Ability to adapt to situations requiring the precise attainment of set limits, tolerances, or standards; to be precise, thorough, exacting, or meticulous in regard to material worked; or in activities such as numerical determinations, record preparation, or inspecting.

Ability to identify task requirements and monitor progress toward accomplishment.

Ability to maintain relationships that facilitate task accomplishment; to cooperate and resolve conflicts; to recognize needs and be sensitive of others.

Ability to receive guidance and supervision; follow work rules, safety practices, work procedures; meet deadlines, punctuality and attendance standards, etc.

Ability to systematically identify and define problems, evaluate alternatives, and implement cost effective solutions.

EDUCATION/EXPERIENCE/LICENSE/CERTIFICATION:

Bachelor's degree in GIS or geography with experience in CAD systems, plus six years experience related to job tasks or equivalent combination of education and experience.