



James Island Public Service District

Dedicated to Public Service Excellence

DEPARTMENT OF HUMAN RESOURCES

POSITION DESCRIPTION

CLASS TITLE: WASTEWATER GIS ADMINISTRATOR	CLASS CODE: WW07
DEPARTMENT: Wastewater	PAY GRADE: 70
REPORTS TO: Director of Wastewater Services	FLSA: Exempt
SUPERVISES: N/A	REVISED: 05/31/2023

PURPOSE AND SCOPE:

Under the direction of the Director of Wastewater Services, provide implementation, coordination, and oversight for Geographic Information Systems (GIS) databases, server(s), and related technology. Develop and administer database applications, projects, and programs. Provide daily maintenance and presentation of geographic data; improve GIS functions and systems; perform quality assurance duties; and deal courteously and effectively with fellow employees and community members.

This position is designated as "**Non-Essential**" in the event JIPSD's Emergency Operation Plan is activated.

ESSENTIAL FUNCTIONS:

% Time (Total of Essential Functions Must Equal 100%)

- 30%** Administer and maintain the ArcGIS Geodatabases including creation, validation, and maintenance of GIS data layers. Perform complex feature editing, revision to database structures, as well as implement data integrity measures, backup procedures, and recovery tasks. Administer and maintain the ArcGIS Server, MS SQL Server, published services, and other pertinent ArcGIS projects. Perform geoprocessing tasks using scripting or queries to automate tasks, modify and customize data layers and perform analysis.
- 20%** Serve as project manager on GIS or wastewater system related projects. Projects to include asset management, evaluation studies, condition assessments, and coordination with engineer for long term planning and maintenance of the wastewater system. Fulfill data, map, and record drawing requests.
- 15%** Develop & maintain internal web-based GIS applications, primarily the Wastewater Work Order Program, but also for other departments or functions. Train users to navigate, access information, and edit data on GIS applications; Administer and maintain field mobile devices.

25% Supports the Assistant District Manager in IT related issues as well as updating and maintaining JIPSD website. Assist with hardware / software / system upgrades and / or maintenance. Creates and maintains the JIPSD Information Security Policy; prepares the necessary reports, policies, and information for oversight agencies and compliance including but not limited to NIST, CSF, and Cyber Insurance. Coordinate and oversee cybersecurity and information technology annual evaluation and inventories. Assist in audit preparation, review security controls assessments, and review semiannual penetration tests and external vulnerability assessments. Assist with planning for future IT related projects with budgetary and interoperability considerations. Provide technical support and guidance to all staff as required. Serve as link to Information Technology consultants. Provide maintenance of phone system including calendar events, user changes, and basic troubleshooting; Maintain on-site security cameras and door locks.

10% Maintain internal and external records related to the wastewater system such as maintenance, repairs, and issues. Maintains the disconnect list. Prepares the monthly Wastewater Department reports that are presented to the Commission. Runs report of customers that have paid to ensure that the properties are reconnected. Answers customer calls on the Wastewater Emergency line in a timely, courteous, professional, efficient, and competent manner. Communicates with Customer Service regarding applicable fees to customers' accounts. Compile information for monthly and annual reporting. Coordinate acquisition, integration, and update of third-party data from Charleston County, Charleston Water System, and other entities as needed. Maintain record drawing files for long term retention & dissemination.

100% = Total Essential Functions

MARGINAL DUTIES:

- Other duties as required or assigned.

EQUIPMENT:

Machinery/equipment used to perform Analyst functions e.g., light duty truck, protective clothing, hard-hat, safety glasses, blueprints, rubber boots and gloves, steel toe boots, ear plugs, calculator, computer, printer, software, public records, reference books, camera, schematics, diagrams, measuring instruments, charts, contracts, directives, documents, forms, manuals, publications, reference books, schedules, specifications, ear plugs, radio transmitter and receiver.

WORKING CONDITIONS:

Working inside most often; outside as required. Subject to atmospheric conditions - one or more of the following conditions may affect the respiratory system or the skin: FUMES, ODORS, DUSTS, MISTS, GASES, or POOR VENTILATION.

HAZARDS:

Conditions or situations in which there is risk of danger to life, health, or bodily injury. Includes a variety of physical hazards and conditions, such as performing tasks in inclement weather, proximity to moving mechanical parts, electrical shock, gas line explosions, exposure to toxic chemicals and biological agents, combustible gases, insects and snakes.

PHYSICAL DEMANDS CATEGORY:

SEDENTARY. Defined in the Dictionary of Occupational Titles as jobs requiring occasional lifting up to 10 lbs., negligible frequent lifts, negligible constant lifts, and a MET level of between 1.5 to 2.1.

PHYSICAL JOB DEMANDS:

	Not Required	Infrequent	Occasional	Frequent	Constant
		<i>Not on Daily basis</i>	<i>0-33% of shift, 1-100 repetitions</i>	<i>33-66% of shift, 100-500 repetitions</i>	<i>67-100% of shift, 500+ repetitions</i>
Standing		X			
Walking		X			
Lifting		15#			
Carrying		15#			
Push/Pull		Negligible			
Climbing		X			
Balancing	X				
Bending			X		
Kneeling			X		
Crawling	X				
Reaching		X			
Handling				X	
Squatting			X		
Sitting					X

KNOWLEDGE, SKILLS, AND ABILITIES:

GIS & Wastewater Related:

- Knowledge of ArcGIS, ArcSDE, other GIS and/ or AutoCAD software with the ability to use the software to produce GIS products such as advanced maps, web maps, conduct analysis, and generate reports.
- Software proficiency: ArcGIS Pro, ArcGIS Online, Portal for ArcGIS, WebApp Builder, SQL Server Management Studio, AutoCAD.
- Cartographic techniques, principles, and procedures; Principles and techniques of database design and programming.
- Knowledge of Sanitary sewer system layout, features, design, operation, maintenance.
- Ability to understand and interpret wastewater as built, record drawings, blueprints, and design plans.
- Geodatabase creation and management including relational databases, network layers, related tables, data integration and updates from external sources.
- GIS based server administration and management including software updates, service publishing/ caching, email data triggers.
- GIS web application design, implementation, and user training.
- Draft, edit, create SQL queries, commands, statements within SQL server and ArcGIS software.
- Project management within a variety of utility or municipal projects; Ability to prioritize, organize, coordinate and follow up on projects within timelines; use initiative and independent judgement.
- Global Positioning System (GPS) field data collection of utility features.

General Duties:

- Ability to abide by JIPSD's Code of Conduct/ Behavioral Standards.
- Problem solving/ troubleshooting skills.
- Ability to communicate effectively, both orally and in writing- including ability to write clear and concise technical reports.
- Ability to interpret and analyze technical information.
- Ability to understand and carry out oral, written, and intuitive instructions.
- Ability to establish effective working relationships with all those with whom there is contact in the course of work.
- Skilled in the operation of computers and computer software; Operate a variety of computer hardware including but not limited to desktops, laptops, tablets, or other mobile computers, GPS devices, printers, scanners, and copiers.
- Understanding of basic terminology used in networking and desktop computer support

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in GIS, computer science, environmental science, geography, or related field plus four (4) years (Preferred) related professional-level experience involving the design, implementation, and use of ESRI GIS, AutoCAD, and database applications.
- Possession of a valid South Carolina Drivers License.
- Should possess the following certifications within one year of appointment to this position:
- South Carolina Wastewater Collection System Level D certification - (Level B certification preferred.) within 18 months of hire.

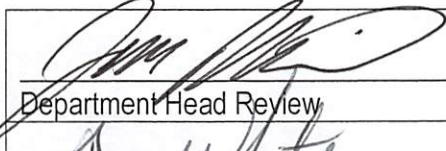
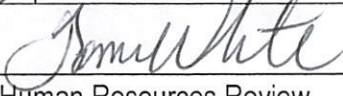
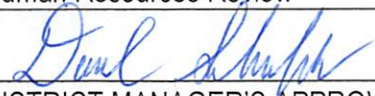
Position incumbents must have successfully completed and possess all of the following specific certifications within eighteen (18) months of the above revised date – or within eighteen (18) months of appointment to this position title. Failure to do so may result in termination of employment:

- NIMS 100PWb - NIMS 700 - NIMS 800

NOTES:

- The listing of the essential functions in this class specification is representative, not exhaustive. It is not necessarily a detailed description of all work responsibilities, and it does not give exclusive title to every function described.
- The indicated percentages of time are intended to be a meaningful representation but may vary.
- All employees entering this position title on or after the Revised Date above will be required to possess the position requirements as specified on this document.
- Job performance must conform to all JIPSD policies/procedures and Wastewater Department SOG's.
- This is not a contract of employment and should not be relied upon as such.

MANAGEMENT REVIEW/APPROVAL SIGNATURES:

 Department Head Review	<u>6/11/23</u> Date
 Human Resources Review	<u>6/14/2023</u> Date
 DISTRICT MANAGER'S APPROVAL	<u>6/1/2023</u> DATE

I certify that I have received a copy of this Position Description:

Employee's Name – Please Print Legibly

Employee's Signature

Date

*James Island Public Service District is an Equal Opportunity Employer and Provider, an At-Will Employer, and a Drug-Free Workplace.
We Participate in E-Verify.*