



## POSITION DESCRIPTION

Position: GIS Asset Management Technician		Department: Department of Public Works (DPW)	
Reports to: Director of Public Works or Designee		FLSA Status: Exempt	
Location: 1500 Brown Road, Auburn Hills	Division: N/A	Pay Grade: \$46,913-\$54,515	
Revised: October 2020	Last Reviewed: October 2020	Union: N/A	Status: FT

### BACKGROUND

The Department of Public Works (DPW) is made up of six divisions including Facilities, Fleet, Grounds, Roads, Sewer, and Water. The DPW has just over 40 full-time personnel, augmented with various part-time staff and seasonal employees. All DPW employees are expected to approach each day with a focus on the City's Mission, Vision, and Values.

The Mission of the City of Auburn Hills is to be stewards for the community through a connected, transparent, and efficient government. The Vision is Auburn Hills will be a community with the heart of a small town that operates with the excellence of a world class city. The organizational Values are Attentive Service, Diversity, Excellence, Fiscal Responsibility, Humility, and Safety.

### GENERAL PURPOSE

Performs a variety of complex technical, managerial, and administrative support work in the DPW related to the Geographic Information System (GIS), Asset Management Program, and other DPW programs including permitting and utility billing.

### SUPERVISION RECEIVED

Works under the general supervision of a Director of Public Works or their designee.

### SUPERVISION EXERCISED

May provide direct and/or indirect supervision to lower level personnel.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Updates and maintains the City's asset maintenance and management programs.
- Reviews, monitors, and creates asset data within a hosted asset management program. Updates both the GIS database and asset management program as new project developments or utility extensions are added.
- Works with field staff to locate assets.
- Generates reports from the asset management system.
- Configures work order templates, labor rates, work crews, equipment lists, etc. to customize the City's programs to meet the Department's needs.
- Data conversion and collection of utility features using ArcGIS and GPS equipment. Manage/setup field equipment including mobile devices and GPS receivers to pursue field asset data acquisition and

quality/control activities.

- 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 works collaboratively with staff in multiple City service areas and departments. Reviews AutoCAD drawings along with other source references in ArcGIS to establish locations of utility assets.
- Edits GIS data in a versioned Enterprise Geodatabase environment.
- Produces a variety of paper and digital maps for City staff as needed.
- Presentations and staff training for asset management and GIS systems.
- Provides IT support to the Department through basic troubleshooting, purchasing hardware and software, and maintaining an inventory list. Works as a liaison between the DPW and the IT Department.
- Additional responsibilities as directed.

### MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a college or university with a bachelor's degree in GIS (or related field with GIS minor/concentration), or
- Any equivalent combination of education and experience.
- Must have valid driver's license and meet City driving history requirements.

Necessary Knowledge, Skills and Abilities:

- Safety: Looking for safety conscious individuals that have a desire and focus to perform the work safely, properly, and with attention to detail.
- Team Player: Being a strong team player is essential to ensuring success in this job category. In working together, you will be able to achieve common goals and positive outcomes.
- Passion for the City of Auburn Hills: Contribute to making the City a great place to live and see the direct impact your effort at work makes on the community.
- Ambition: These jobs include an element of fun, but also require a motivated hardworking attitude to succeed day-in and day-out.
- Customer Service Driven: Most jobs in this category work with the public serving their needs in a positive way. A commitment to offering exceptional service in these roles is a primary responsibility.
- Ability to accurately record and maintain records. Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public. Ability to communicate effectively verbally and in writing.

### TOOLS AND EQUIPMENT USED

Personal computer, including Microsoft Office, spreadsheet and database software, multi-key calculator, phone, copy machine, various other office and communication devices.

### 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 frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The

employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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 frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. Position will require the candidate to work in outdoor conditions, and work with or be trained by field staff in the daily operations of the DPW.

ATTENDANCE

This is a salaried position. Regular working hours are from Monday through Friday. Some nights and weekend work may be required.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and background check; conditional offer of employment; post offer medical examination; drug screening; additional job-related tests 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: \_\_\_\_\_  
Public Works Director

Approval: \_\_\_\_\_  
City Manager