



GEOGRAPHICAL INFORMATION SYSTEMS (GIS) TECHNICIAN

Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the Authority.

- Assists Engineering Supervisor in various office and mobile software system maintenance and upgrades in maintaining electronic files and the Facilities Management Systems.
- Assists in providing line location information and gathers field data on the utility's water, wastewater, and reclaimed facilities.
- Assists in creating maps and updating maps to support informational reference for planning and maintenance functions of the Authority.

Required knowledge, Skills and Abilities:

- Excellent organizational and communication skills, knowledge of office practices and procedures.
- Ability to make decisions, ability to work on his/her own. Knowledge of the operations and functions of the overall organization.
- Knowledge of functions and use of office equipment including PC, PC programs, two-way radio, copier/scanner machine and calculator.
- Capable of reading and interpreting Engineering Drawings.
- Basic knowledge of underground pipeline construction principles and procedures.
- Knowledge of various office software systems.
- Knowledge of CAD, web service, site maintenance and computer software experience in electronic filing are preferred.
- Knowledge and ability to read legal descriptions, property maps, and survey maps.
- Ability to perform technical work independently; excellent oral and written skills; analyze facts and situations critically and objectively and to arrive at sound conclusions. Knowledge of business English, spelling and punctuation.
- Ability to make decisions in accordance with departmental rules, regulations and policy.
- Ability to establish and maintain effective working relationships with employees and the public.
- Ability to use mapping software.
- Understanding of reference points used such as lat/long, N/E, Elevation references.

Minimum qualifications:

- Valid Florida Driver's License.
- 4-year bachelor's degree in related field or a combination of a 2 year associates degree and equivalent experience and training.
- Demonstrated skills in basic mathematics, including algebra and geometry.
- Capability of reading and interpreting tables of printed numerical and text material.
- Any equivalent combination of education, experience and training may be considered.

Rate-of-pay range (PG 55, non-exempt): \$21.87 - \$35.87 hourly

Outside Hire Starting Pay Range: \$21.87 to \$28.87 hourly depending on qualifications

Closing date is: Open until closed

Excellent benefits to include employer paid health, dental, life, short & long term disability and retirement.

To obtain a job application, please visit the Seacoast Utility Authority website at:

<https://www.sua.com/hr-careers/career-opportunities/>

Please submit your application/resume to:

Seacoast Utility Authority
Human Resources Department
4200 Hood Rd
Palm Beach Gardens, FL 33410
E-Mail: HR@sua.com
Phone: 561-656-2258