



# LOGAN COUNTY *Ohio*

## WATER POLLUTION CONTROL DISTRICT

### POSITION DESCRIPTION

**Position:** GIS/Data Technician

**Reports To:** District Director or authorized designee

**Compensation Rate:** E-25

**FLSA Status:** Non-Exempt

**Group/Department:** Field Services

**Work Location:** Reports to Indian Lake WWTP (Russells Point, OH)

**Normal Work Days/Hours:** 40 Hours/Week  
Typically Monday – Friday 7:00 AM to 3:30 PM

**Creation Date:** 08/20/2018

**Revision #0**

**Revision Date:** NA

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#### **Position Summary:**

The GIS/Data Technician inspects new and repaired sanitary sewer systems for both public and private property, uses GPS survey equipment to accurately locate District assets, amends and updates GIS attribute table(s) to ensure completeness and accuracy, works with the District's various vendors to develop customized maps and graphical displays of data as needed by District personnel, performs utility locates in response to OUPS locates, implements and maintains an asset management program, performs various field inspections as needed to determine accuracy in District billing and Creates digital copies of District plans and records and organizes and maintains existing paper records for preservation for future reference.

#### **Job Dimensions:**

The GIS/Data Technician must be disciplined to organize his/her time efficiently and perform tasks and duties without constant direct supervision. This position ensures that all public and private work performed on sanitary sewers subject to LCWPCD oversight meets the District's Construction Standards by performing complete and thorough inspections. The GIS/Data Technician utilizes the District's GIS system to provide graphical representations of various and customizable data sets. These representations may be used by District administrative staff for a variety of purposes including future planning, providing information to regulatory agencies, public officials, evaluating District performance and asset management. This position is also responsible for providing evaluations to the District administrative staff of an Asset Management/Work Order system. The GIS/Data Technician will work with the vendor(s) of the GIS and Asset Management systems to implement the systems and will then be responsible for maintaining the various databases needed to ensure their use and accuracy. It is expected that this position will

incorporate the billing software into GIS and the Asset Management systems and maintain its database(s) as well to implement new features and functions. In addition, this position will organize and maintain all District records in a manner that allows for quick future reference and preservation including creating a digital record whenever possible.

**Nature and Scope:**

- Use GPS locating and survey equipment to accurately catalog Logan County WPCD assets
- Collect and analyze data and maintain accurate records.
- Perform confined space entry using proper methods and equipment following safety guidelines.
- Communicate professionally and effectively with District staff, the public, contractors, consultants and vendors.
- Be able to prioritize tasks and responsibilities based on direction and guidance provided
- Requisition parts and supplies; maintain records and prepare reports.
- Oversee and inspect work performed by outside vendors and contractors.
- Cross-trains effectively with other District staff.
- Operates specialized survey and locating equipment.
- Incorporate the use of technology into the workflow of the District to promote accurate recordkeeping and improve access to data.

**Essential Functions and Requirements:**

- Prepares customized reports and maps as required and to detail work completed.
- Assesses the manpower and materials necessary to complete work projects assigned.
- Apply entry level supervisory skills with assigned staff within scope provided by the supervisor.
- Keep abreast of changes in regulations, software, technologies and practices
- Manage multiple projects and assignments at any given time.
- Maintain complete and accurate records that are subject to inspection by regulatory agencies.
- Demonstrated ability to thoroughly understand and teach others in the proper use and care of equipment necessary to perform the assigned work of the position.
- Adhere to District safety policies and procedures.
- Must be able to work in all weather conditions.
- Respond when called-in outside of normal work schedule as needed to respond to emergencies and report to Indian Lake WWTP within 1 hour of notification.
- Effectively identify and, within discretion provided by supervisor, address problems without direct supervision.
- Communicate professionally and effectively with District staff, the public, consultants, contractors and vendors.
- Identify potential problems and possible solutions.
- Use initiative, discretion, and judgment within established procedures, guidelines and rules.
- Ability to lift, handle, carry, and maneuver objects of various sizes and shapes up to 75 lbs.
- Must be physically able to enter, exit and work in manholes and pump stations with an opening of approximately 24” in diameter.
- Ability to work with potentially hazardous chemicals and in potentially dangerous environments, such as confined spaces, in the presence of unknown hazards or diseases in the wastewater following safety guidelines.
- Ability to walk, kneel, bend, climb stairs/ladders, stand for extended periods of time, and remove/replace manhole covers.
- Demonstrate competence in identifying and addressing safety issues in accordance with District policies.
- Work responsibly and effectively as an individual and as part of a group with minimal supervision.
- Exhibit behavior that is a positive influence on co-workers.
- Perform tasks and complete assignments outside of routine duties as directed.
- Maintain District equipment, facilities and infrastructure to ensure maximum service potential and promote a positive professional image.
- Must be able to read, interpret and apply information from District safety policies and procedures, Safety Data Sheets (SDS), Construction Drawings, Equipment User Manuals and the District’s Construction Standards,

Engineering Standards and Sewer Use Rules & Regulations.

- Effectively use technology such as smart phones, PCs and various specialized software and equipment used by the District.
- Provides constructive input in a respectful and professional manner to proposed changes to District Policies and Procedures and champions those changes once adopted to promote success.

**Qualifications:**

- High school diploma or GED equivalent; AND a minimum of five years relevant experience with Asset Management and/or GIS systems.
- Prior in Publically Owned Treatment Works (POTW) is preferred.
- Must possess an Ohio EPA Class II Wastewater Collection or Treatment Operator license or obtain within 36 months of hire.

*This position description may be amended at any time by the District Director and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow other instructions and perform any duties required by the employee's supervisor or authorized designee. Failure to obtain or maintain a valid status on licenses, certifications or qualifications required may result in disciplinary action including demotion or termination.*

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Brian Schultz,  
LCWPCD Director

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Date:

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Employee

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Date