



**CITY OF
WENTZVILLE**
invites applications
for the position of:

**GIS
Coordinator
- Water**

SALARY:	\$26.43 - \$28.98 Hourly \$54,974.40 - \$60,278.40 Annually
DEPARTMENT:	UTILITIES
DIVISION:	WATER
OPENING DATE:	05/11/22
CLOSING DATE:	06/11/22 05:00 PM
SUMMARY:	

The City of Wentzville is seeking a full time GIS Coordinator - Water.

In recent years, the City has been the only municipality named to the St. Louis Post-Dispatch Top Workplaces list. This list is based solely on employee feedback gathered through a third-party survey, which measures several aspects of workplace culture, including how employees feel about pay, benefits, managers and leadership – just to name a few.

This position is responsible for Public Works Utility Geographic Information Systems (GIS) services. Provides GIS IT support, data collection, and cartographic services. Is responsible for coordinating all GIS functions and adapting specific program procedures and activities to meet the needs of Public Works regulatory agencies.

Wentzville's leadership is committed to being a regional destination, ensuring economic vitality, providing industry-leading services, optimizing the City's infrastructure, and being a safe, inclusive and engaged community. Wentzville employees serve an integral role in integrating these five critical success factors into their everyday jobs. The City offers excellent benefits including health, vision, dental, employer-paid life insurance, long-term disability, a retirement pension, 12 holidays, two floating holidays, vacation time, sick time, tuition reimbursement, employee assistance, a discounted recreation center membership and much more!

Complete an application for an opportunity to join a work environment with a strong sense of place, potential for growth and resources for success.

ESSENTIAL & ANCILLARY JOB DUTIES:

Essential Job Duties

- Coordinate with Planning & Engineering GIS Coordinators to maintain the GIS IT infrastructure, ensuring that it is consistently available to Public Works staff.

- Manage and update various base map layers and integrate layers from internal and outside agencies in the city GIS, including infrastructure, subdivisions, utilities, etc.
- Provide and maintain interactive maps for the Public Works Department.
- Research and gather data related to utilities and infrastructure for continued map maintenance and regulatory compliance.
- Create various maps and Field Map forms for data input as requested for Public Works utilities.
- Ability to create, edit, and input data, analyze information and produce reports.
- Collects Field data using trimble GPS, iPad or other mobile devices.
- Keep apprised of current GIS technology, train users, and aid in planning for future technological needs and advances.

Ancillary Job Duties

- Coordinate with IT staff on GIS related and citywide IT related server and software applications.
- Update City website for mapping for Public Works Water and Wastewater Utilities.
- Oversee data collection and perform quality checks for Public Works Water and Wastewater Utilities.
- Perform other related duties as assigned.

JOB QUALIFICATIONS & KNOWLEDGE, SKILLS AND ABILITIES:

Job Qualifications – Education, experience, and training that are required or desirable in order to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Associates degree in Geography, Geographic Information Science, Computer Science, or related field required.
- Utility installation and construction planning experience desired
- One year utility mapping experience desired
- GISP certification desired.
- Prior GIS experience desired.
- Valid driver's license required.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those knowledge, skills, and abilities commonly associated with this position.

- Excellent customer service skills
- Familiarity with ArcGIS software including ArcMap and or ArcGIS Pro, ArcGIS online and Web Apps(Field Maps , Collector, Web App Builder and SQL server databases.
- Knowledge of GPS activities and cartography.
- Understanding of the GIS needs of Public Works Utilities.
- Proficiency in use of basic business software (word processing, spreadsheets, email, presentations) and basic office equipment.
- Clear verbal communication skills and ability to give and follow written and oral instructions.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.
- Ability to work independently and make responsible decisions.
- Ability to use good judgment and think quickly and rationally in difficult or stressful situations.
- Regular attendance is a necessary and essential job duty.

WORK ENVIRONMENT & PHYSICAL ABILITIES:

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the duties of this job.

- Indoor and outdoor work environments.
- Occasionally exposed to varying inclement weather, may be exposed to wet, humid, hot, and or cold conditions
- May be exposed to loud noises from equipment.
- Occasionally required to work in hazardous traffic conditions and near moving mechanical parts.

Physical Abilities – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

- Must be able to lift up to 50 pounds.
- Must be able to sit, stand and walk for extended periods of time.
- Must be able to speak and hear clearly.
- Must be able to perform repetitive wrist, hand and/or finger movement in order to type and work on computer.
- Must have finger dexterity and hand-eye coordination in order to work on computer, telephone, and related office equipment.
- Must have clarity of vision and the ability to adjust focus and distinguish colors.

The City of Wentzville is an Equal Opportunity Employer. The City does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. The City of Wentzville makes every effort to fully comply with the Americans with Disabilities Act. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The City of Wentzville is a drug and alcohol free work place. A pre-employment drug screen is required for all positions. The City of Wentzville participates in E-Verify.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.wentzvillemo.gov>

Position #00713
GIS COORDINATOR - WATER
PB

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