



GIS and Asset Management Administrator

Department: Engineering

FLSA Status: Non-Exempt

Reports to: Engineering Supervisor

Prepared/Revised Date: February 2023

About the Position

The GIS and Asset Management Administrator designs, develops, and implements the District's Geographic Information System (GIS) and Asset Management programs. Ensures the database(s) are functioning optimally and that users can upload, retrieve, and analyze data across various platforms.

Essential Duties and Responsibilities include the following:

- Develops and implements a master plan and technical roadmap for GIS, asset management, and other enterprise level software systems
- Maintains and updates the enterprise Geographic Information System (GIS) database by creating, modifying, and editing GIS spatial and attribute data; Designs, builds and administers other enterprise databases
- Administers the District's Portal and ArcGis Online deployments
- Designs and implements GIS and asset management integration with other business systems and intelligence tools (e.g., GIS, Lucity, Northstar, Laserfiche etc.)
- Designs, develops, and supports server based geo-processing scripts, tools, and processes for automated data updates with Python and SQL scripts
- Creates GIS maps, services, and applications
- Performs GIS data and spatial analysis
- Collaborates with District staff on GIS data validation, Enterprise Asset Management (EAM), and other integrated software
- Researches and recommends current GIS, asset management, and database technologies and industry trends for implementation
- Trains, troubleshoots, and assists staff on GIS, asset management and other software use and implementation
- Oversees field data collection and integration with the use of ESRI Fieldmaps and GPS collection units
- Represent the District at inter-agency GIS meetings
- Other duties, responsibilities, and activities as assigned

Position Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Education, Experience and/or Skills:

- AA degree in an applicable field and six (6) years of experience in GIS and database management, or any combination of education and experience necessary to provide the applicant with the knowledge, skills and abilities to perform the position requirements
- Experience in a public utility as an employee or consultant preferred
- Advanced proficiency in ArcGIS Pro, ArcGIS Portal, ArcGIS Server, ArcGIS Online, Field Maps, Python, and SQL Server
- Comprehensive understanding of MS Office Suite, AutoCAD, JavaScript, asset management software, Crystal Reports, SSRS, database management, and records retention
- Knowledge of asset management concepts, level of service, and consequences of failure
- Ability to make timely decisions supported by sound and accurate judgment, include appropriate people in decision-making, and complete tasks within assigned deadlines
- Excellent organizational and problem-solving skills including the ability to analyze information and situations to create solutions
- Ability to create good working relationship with co-workers and the general public
- Solid professional writing and presentation skills, including grammar, punctuation, spelling and proofreading, with the ability to communicate effectively and appropriately, both verbally and in writing, and to understand, read, write, and speak English
- Must be self-motivated and flexible with the ability to work independently with frequent interruptions and change priorities quickly when needed
- A Valid Washington state driver's license and acceptable driving record
- Capability of maintaining confidentiality regarding sensitive or privileged information

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.

While performing the duties of this position, an employee is constantly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee constantly is required to stand, talk, hear, walk, and sit. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee is frequently required to lift, carry, push, or pull up to ten (10) pounds; occasionally required to lift, carry, push, or pull up to twenty-five (25) pounds and seldomly required to lift, carry, push, or pull over twenty-five (25) pounds.

An employee in this position is constantly required to use written and oral communications skills; read and interpret data, information, and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; deal with changing, intensive deadlines; and interact with officials and the public.

Work Environment:

This position typically works in an office environment and requires the ability to operate a computer, telephone, and other standard office equipment. The ability to communicate with employees, vendors and external contacts is required. The ability to travel within an office environment regularly and between office locations on an occasional basis is required.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Highline Water District believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the company.