



City of Urbandale
GIS Technician

SALARY	\$30.98 - \$40.76 Hourly \$64,434.00 - \$84,790.00 Annually	LOCATION	Urbandale, IA
JOB TYPE	Full-Time	JOB NUMBER	24-GIS Tech-01
DEPARTMENT	Public Works/Engineering	DIVISION	Engineering
OPENING DATE	05/02/2024	CLOSING DATE	5/22/2024 11:59 PM Central

Summary Description

Under the general direction of the Assistant Director of Engineering, performs work relating to the maintenance of the Engineering and Public Works Department's Geographic Information Systems. Assists in the development, coordination and training of city staff related to various components of the Department's GIS: maps, data sets, applications, information files, etc.

Think this could be your next career? Watch the [City of Urbandale video](#) to see what meaningful work looks like when you work for our City.

**The City of Urbandale offers a comprehensive salary and benefit package.
Full-time non-union benefits for this position include:**

- Individual health insurance for only \$69.14 per month; or family health insurance for only \$212.18 per month
- Dental, vision, and flexible spending account options
- 15 paid vacation days per year and 12 paid sick days per year, with additional vacation days accrued with longevity
- 10 paid holidays + 3 additional personal holidays
- 4 weeks of paid paternal leave
- City-paid Long Term Disability coverage
- IPERS retirement plan
- 457(b) retirement plan with 2% city match
- City-paid Life Insurance policy plus additional voluntary life insurance options
- Employee Assistance Program
- Onsite Wellness Center
- [See link for the new condensed FY24-25 Non-Union Wage Schedule](#)

Routine Job Duties/Responsibilities

- Maintains and updates base mapping layers related to the geographic information system (GIS) and asset/work management system (Cartograph) of the Engineering and Public Works Department.
- Coordinates Engineering and Public Works Department's GIS system with the Technology Department.
- Collects data using Global Position System (GPS) to locate City infrastructure systems such as sanitary sewer, storm sewer, signs and fiber optics.
- Performs quality control on GIS data including researching, interpreting, and validating sources of information in order to identify and correct errors or omissions in data and to keep data in compliance with City and Regional GIS data standards.
- Imports, exports, and converts data from various formats and sources for use in GIS and related systems such as AutoCAD or MicroStation.
- Catalogs and files construction plans, plat books, maps, from work orders and field inspection notes. Scans all construction plans for archive. Maintains databases of electronic scanned files, maps, and aerial photographs.
- Creates special maps on an as-needed basis such as for the annual snow and ice manual and annual pavement management report.
- Assists with maintaining and updating information on the City website related to construction projects, including creating webmaps for project progress.
- Creates webmaps for collection of data and project documentation for field inspectors.
- Coordinates, trains, and instructs department staff in operation of the GIS software, Cartograph software, and GPS equipment.

- Integrates GIS with other computer applications.
- Set up cartography and database standards with use of best practices for efficiently maintaining data while maximizing performance.
- Performs other related duties and responsibilities as assigned.

Periodic Job Duties/Responsibilities

- Responsible for assisting with locating and marking City infrastructure through the Iowa One Call system.
- Assists in review of right-of-way work applications/ plan sets and enforces the right-of-way ordinance.
- Assists in designing Capital Improvements Projects under supervision involving CAD drafting for preparation of construction plans and quantities.
- Assists with the City’s annual sidewalk program.
- Gathers and provides information to contractors, developers, consultants, property owners, city employees/departments, and the public, including as-built drawings, aerial photographs, easements, right-of-way information, and utility locations and responds to inquiries concerning same. Responsible for the inspection and construction administration of engineering projects that may include paving (driveways and sidewalks), sanitary sewer, storm sewer, grading including inspection and monitoring of erosion control/ storm water pollution prevention plans, and water main to ensure compliance with construction specifications and approved plans.

Typical Qualifications

Must be able to pass a pre-employment offer: reference checks, drug screen, motor vehicle report and background check. Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:

- One (1) year of experience using Geographic Information System and AA degree in Geographical Information Systems, Technology, Geography or a related field required or combination of education and equivalent experience in Geographic Information System or related field.
- Valid Driver's License required

Supplemental Information

The Civil Service testing process for this job posting will consist of a phone interview and an oral board interview.

Tentative Timeline:

Phone Interviews: week of May 28, 2024 - May 31, 2024

Oral Interviews: week of June 10, 2024 - June 13, 2024

Anticipated start date after July 1, 2024

Qualified candidates will be notified to use the self-scheduling interview feature via automated www.governmentjobs.com email notifications so apply with a valid email that is checked regularly and consider signing up for optional text message notifications.

[See link for the new condensed FY24-25 Non-Union Wage Schedule](#). The salary range listed includes pay steps based on length of service therefore employees are offered a starting salary closer to the minimum of the advertised range.

Post-offer/pre-employment background check/MVR check and drug test is required. The City of Urbandale is an Equal Opportunity Employer. Persons with disabilities must submit requests for ADA accommodations to the Human Resources Department, in writing, prior to the application deadline.

Agency
City of Urbandale

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Urbandale, Iowa, 50322

Phone
515-278-3900

Website
<http://www.urbandale.org>