

# CAREER OPPORTUNITY BULLETIN

## CITY OF BRISTOL TENNESSEE

Posting Date: July 31, 2023

Position: GIS Coordinator

Closing Date: **Until Filled**

Department: Engineering

Salary Grade: \_\_\_\_\_

Hiring Range: **\$51,888.21 – \$64860.26 DOE**

Hiring Supervisor: Brian Ramsey

### POSITION DESCRIPTION:

Under general direction of the Director of Engineering, the purpose of the position is to lead the development and management of the GIS program and coordinate intra city efforts.

- Leads drafting and field personnel in the performance of duties pertaining to surveying, map drawing and design preparations; checks for accuracy and completeness of calculations, maps, reports, and other work performed by drafting and field personnel; updates utility maps, street number system maps, plats, subdivisions, and other engineering records based on "as-builts", survey notes and other information.
- Coordinate with other departments regarding GIS requirements including Water/Sewer, Stormwater, Streets, Planning, Police, Fire, and Finance.
- Develops standards for GIS deployment and use within the City.
- Develops standards for GIS and CAD related submittals to the City.
- Provides GIS related technical guidance and assistance to project teams.
- Ensures accuracy of both CAD and GIS maps.
- Serves as liaison with GIS vendors for the proper acquisition, installation, operation and maintenance of GIS related resources.
- Maintains expertise in GIS related software and technologies.
- Ensures that City of Bristol, TN staff using GIS has training and technical support as needed.
- Interface with other departments or outside agencies regarding future GIS projects.
- Make sound decisions concerning GIS technologies as they apply to the City.
- Performs engineering duties relative to construction and improvement of public works projects, including research, field layouts, redlining, construction surveying, inspections.
- Supports data integration between GIS and other business systems including asset management system, automated vehicle locators, and citizen engagement systems, stormwater management, and pavement management.
- Ensures accurate maintenance of infrastructure records.
- Maintain City GIS datasets (layers). Assign GIS dataset operations and maintenance to other departments.
- Assist in the implementation and design of new GIS datasets for other departments (layers).
- Maintain the City GIS Website (Internal & Public)
- Ensure that all other City departments are provided with the latest GIS data as needed.
- Confers with superiors, technicians, and other interested parties to become familiar with the scope of engineering assignments to recommend the best and most appropriate solution or conclusion. Meets with contractors, property owners and others to resolve complaints and problems.
- Prepares preliminary and revision specifications estimates; conducts investigations and makes reports on engineering project problems; prepares a variety of reports relating to various public works projects.
- Assists in the basic design and final review of drawings for public works projects with some knowledge of legal land surveying.

**SKILLS AND REQUIREMENTS:**

- GIS subject matter expert with municipal and/or utility infrastructure experience
- Creative problem solver
- Interpersonal savvy and customer service experience
- Supervisory experience preferred
- Bachelor's degree in Geography, Geographic Information Systems, Information Technology, or related field required
- 5 years of experience in managing GIS database features and troubleshooting technical issues preferred
- Thorough knowledge of ESRI software, ArcGIS Online, Explorer and Collector applications; Survey123, CAD software, surveying practices, utility infrastructure, and engineered plan reading

**To be considered, candidates must complete an application and upload a resume at <http://bristoltn.org/jobs.aspx>.**

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