



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: WATER AND SEWER GIS
TECHNICIAN

DEPARTMENT: WATER AND SEWER DEPARTMENT

PROBATIONARY RATE: \$23.26 PER HOUR

PAY RANGE: #17

SCHEDULED HOURS: 40 HOURS PER WEEK

CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
CALENDAR DAYS, BEGINNING DECEMBER 29, 2023

VISIT WWW.CO.WARREN.OH.US AND COMPLETE THE APPLICATION AS
FOLLOWS: CLICK ON JOB OPPORTUNITIES THEN CLICK ON WARREN COUNTY
APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP AND
EMAIL THE COMPLETED APPLICATION TO: WCCOMMAPP@CO.WARREN.OH.US
PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED.

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$270 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747

WARREN COUNTY COMMISSIONERS

POSITION DESCRIPTION

Position Title: Water & Sewer GIS Technician Incumbent:
Class Title:

Department: Water/Sewer	FLSA Status: Exempt
Reports To: Data Systems Manager	Civil Service Status: Classified
Pay Range: 17	
Probation: 360 Days	Employment Status: Full-time
Work Hours: 7:30 A.M. to 4:00 P.M.	Lunch: Unpaid

JOB RESPONSIBILITIES:

Under direction of the Data Systems Manager, edits and maintains the GIS database using ArcGIS software while utilizing established procedures and best practices of data entry to assure quality control and data integrity. GIS map creation, GPS collection and GIS analysis within the Water and Sewer Department.

QUALIFICATIONS:

Any combination of training and work experience, which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Associates Degree or currently enrolled in GIS, Computer Science or a closely related field from an accredited college or university, experienced in Microsoft Excel, ArcPro (desired), ArcMap 10.6 or higher, Arc Editor, and ArcGIS Online or Portal for ArcGIS is preferred.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Ohio Driver License

ESSENTIAL FUNCTIONS:

1. Compile, attribute, convert, edit, and maintain data in geographic and operational databases and their associated documentation.
2. Knowledge and ability to operate ESRI based products.
3. Assist in establishing and maintaining GIS database quality control and quality assurance procedures.
4. Uphold GIS system integrity, security, and confidentiality.
5. Provide support of integration between GIS and other non-spatial applications.
6. Provide technical support on GIS applications and mapping assistance to the Water and Sewer Department.
7. Maintain and manage ArcGIS Online for the Water and Sewer Department.
8. Create and modify maps & drawings as requested in GIS software.
9. Scan and digitize record drawings and project files and create GIS data layers and attribute databases from the extracted data.
10. Collect Global Positioning System (GPS) points in the field of water and sewer infrastructure utilizing GPS equipment, including all new water and sewer projects, including private developments.
11. Provide timely information in response to inquiries regarding Warren County Water and Sewer facilities, as-builts, OUPS requests, etc.

WARREN COUNTY COMMISSIONERS

POSITION DESCRIPTION

- 12. Review as-built drawing submittals for consistency with Warren County Water & Sewer standards.

OTHER DUTIES AND RESPONSIBILITIES:

- 1. Performs other duties as directed by Supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: ESRI based products, GIS applications, publishing and sharing spatial data, SQL Server

Ability to: pay attention to detail, interpret a variety of technical materials; communicate effectively to technical personnel and to the general public.

Skill in: ESRI based products, use of GPS equipment.

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)

Updated 05/2023)