

# BANGOR WATER

## POSITION DESCRIPTION

**JOB TITLE:** Engineering/GIS Technician

**DEPT:** Engineering

**JOB TYPE:** Full-time employee, Hourly

**GENERAL DESCRIPTION:** Serves as Engineering and GIS Technician in the Engineering Department.

### DUTIES:

As a member of the Engineering Department, the primary duty will be to update and maintain the District's Geographical Information System (GIS) using ESRI ArcGIS software and related programs. Other important duties include:

- Locates assets in the field and enters information into GIS.
- Assists with the development and maintenance of District work order systems.
- Acts as liaison between the District and GIS/Asset Management consultants.
- Assists with training staff on the GIS, work order systems, and other technical fields.
- Maintains a wide variety of forms and records pertaining to District operations, including service cards and construction records. Completes standard forms to assure accurate records and maintains office files to assure convenient retrieval.
- Conducts research relating to District operations and updates geographical records to assure proper location. Obtains information from in-house staff, engineering firms, and contractors.
- Acts as onsite representative as needed for the District during public infrastructure upgrade projects or private developments within the District's service area, including inspecting work by contractors to assure conformance to project documents, communicating with project abutters and other utilities, keeping records of work performed, and preparing project progress updates.
- Pilots District's drone to perform construction site and facility inspections.
- Assists with leak detection and traces water mains and services.
- Serves on regular weekly rotation on-call coverage as directed or required. Responds for emergency duty as required.
- Attends safety, training, and other department meetings as required.
- Performs related duties as assigned.

### REQUIREMENTS:

**Education:** High school diploma or equivalent required. Associate's degree in civil, environmental, electrical engineering or related fields preferred. Work experience in related fields also considered.

**Experience:** Experience in GIS, utility, and facility, construction, and maintenance. Experience in waterworks preferred.

**Licenses:** Possess or obtain within two years of hire a State of Maine operator licenses for a Class III Water Distribution System and a Class II Water Treatment System. Possess or obtain within 5 months of hire a Part 107 Commercial Drone Operator's License. Class C driver's license required.

**Skills and Knowledge:**

- Proficient in the use of GIS and the ability to use computer-aided drafting software. Experience with ESRI ArcGIS platforms preferred. Working knowledge of databases and spreadsheets.
- Ability to read and interpret engineering contract documents, including plans and profiles of new infrastructure, standard installation details, and material specifications.
- Knowledge of surveying, construction earthwork, underground utility installation, and GIS.
- Demonstrated computer proficiency at operating PC/server-based systems.
- Proficient in various Microsoft Office programs.
- Experience with cloud storage programs such as Google Drive and One Drive.
- Working knowledge of District operations, construction materials, and schedules.
- Ability to use field instruments associated with surveying and construction. Ability to use maps and records to locate District facilities, particularly for repairs and emergency shutdowns.
- Strong written and verbal communication skills.

**RESPONSIBILITIES:**

Performs a variety of relatively regular and standard duties according to the established practices, precedents, and procedures of the department, using personal judgment and taking action to determine and implement the best approaches and methods to use.

Operates under general guidelines and instructions and performs majority of tasks according to standard department practices and procedures.

**PERSONAL WORK RELATIONSHIPS:**

**Supervises:** No supervisory responsibilities of in house staff. Supervision of Contractors and Subcontractors in the field.

**Reports to:** District Engineer

Maintains frequent contact with department superiors and associates, representatives of other governmental jurisdictions, and members of the general public for a variety of purposes, including receiving daily assignments, assuring the proper accomplishment of duties and departmental services, and explanation of department policies and procedures.

**WORK ENVIRONMENT:**

**Work location:** 614 State St., Bangor, ME

Performs duties in both office and field settings. Periodically exposed to noise, grease, dirt, high voltage, various gases and hazardous chemicals. Working outside of normal business hours will be required at times to perform inspection of water installation projects or to respond to emergencies. The duration of inspection assignments may be a few days to several months. Safety precautions must be observed at all times to ensure personal safety and safety of others.

**ADDITIONAL JOB REQUIREMENTS:**

Ability to: legally operate assigned District vehicles; work in accordance with safe procedures and the District's safety program, including in confined spaces; respond to emergencies at all hours and in all weather conditions; access and operate valves throughout the distribution system; ability to lift 50 lbs.; ability to safely climb ladders; ability to safely travel across uneven or sloped terrain; learn CPR and First Aid; live within 30 miles of the Bangor city limits; serve on weekly on-call rotation; and communicate with co-workers, vendors, and members of the public in a courteous and effective manner.