

CITY OF CHATTANOOGA

Classification Specification Title: GIS Analyst 2 (Wastewater)

Department: Wastewater

Pay Grade: WWFG.09E

Supervision Received From: GIS Systems & Database Mgr

FLSA Status: Exempt

Supervisory Responsibility For: None

Established Date: 2/19/08

Revision Dates: 4/2/25;

10/20/23; 10/1/22

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for GIS Project Management that includes developing, programming and maintaining the City's geographic information system using GIS system program tools such as : ESRI ArcSDE, ArcGIS Server, Cityworks, RouteSmart, ESRI Network Analyst and ESRI Spatial Analyst and MS Sql Server Database.

Designs, manages and develops GIS applications using MS Visual Basic. Net, python script or other custom GIS Tools. Performs senior level project management and analysis of GIS projects. Assists management in GIS technical specifications for software applications, RFP's, bids and proposals. Work is performed with limited supervision.

Develops and programs complex GIS and Cityworks applications and solutions for city departments and outside agencies; manages the checking of topographic and other maps created by outside contractors and agency staff; assists in developing procedures for maintaining the City GIS; creates various plots and data sets for users; provides spatial analysis of data sets; creates and updates map layers. Edits, programs, and alters data formats of tabular data, exports graphic maps to different formats. Assists with software management including upgrades and researching/acquiring new software.

SERIES LEVEL: The GIS Analyst 2 is the third level of a four level GIS series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Serves as the project lead providing senior level project management, leading team members and outside vendors to develop timelines, monitor data collection schedules and provide quality control of the data.

Performs advanced GIS calculations and programming models that are used in planning of the City's infrastructure to include Sewer Systems and StormWater Systems.

Performs programming updates and maintenance of Cityworks, Geodatabases, SDE and ArcGIS Server data sets.

Supervises the GPS/GIS field data collection crews.

Performs senior level analysis and programming of GIS Data sets using data from multiple data areas.

Manages the quality control checking of topographic maps created by outside contractors and agency staff.

Provides Senior level GIS analysis using specialized programs within GIS Data Sets for Engineering Design projects, Public Works projects using GIS data programs for routing and project analysis as needed.

Provides spatial analysis to program large amounts of data for designing complex map layers.

Utilizes GIS programming for computational analysis of large amounts of data for designing complex map layers within GIS programs.

Manages all vehicle routing for City Wide Services while providing management of the ArcGIS Enterprise Portal and SDE. Model building for all weekly database updates.

Performs after hours database maintenance.

Develops procedures for maintaining the GIS.

Analyzes, manipulates, and prepares reports from GIS applications.

Performs program database administration by creating and revising tables.

Creates queries, forms, and reports that contain a variety of information.

Compacts and repairs databases and enters applicable information.

Provides senior level support to users by troubleshooting and training users on GIS, Cityworks, and GPS applications.

Creates, maintains and programs GIS layers in applicable databases.

Coordinates, develops, tests, and modifies GIS applications for use by end-users, including entry/inquiry screens and print layouts.

Develops related system documentation and creates user guides.

Reviews and processes requests associated with public works fees; collects fees for plans, specifications, and/or other related items.

Collects and verifies field data by conducting GPS and visual inspections of applicable sites.

Assists in providing information and assistance to customers regarding a variety of issues, which may include: supplying initial statistics to potential bidders on City contracts; inputting and communicating contract information to interested parties; coordinating appeal processes; responding to fee change requests; locating and issuing maps; and/or, performing other related activities.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: Bachelor of Science Degree with training emphasis in Geography or Computer Science, mapping, database design, or other closely related field or five (5) years previous experience involving geographical information systems project management or relational databases design and maintenance or any combination of equivalent experience and educational training or experience sufficient to perform the essential duties of the job will be considered.

LICENSING AND CERTIFICATIONS:

Valid Driver's License.

ESRI GIS Training Certificates.

GISP Certification Preferred.

SUPPLEMENTAL INFORMATION:

KNOWLEDGE & SKILLS: Advance knowledge of Esri GIS software, Esri SDE and MS Sql Server database projects, data analysis, data modeling and GIS system design. Management skills to work on projects with outside contractors and agency staff for computerized mapping, digital data creation, conversion, manipulation and analysis.

GIS database administration principles, methods and techniques, including quality control methods and practices; relational databases; cartographic principles as it relates to GIS; and, customer service principles.

Skill in creating and interpreting data models and quality control using a computer and related software applications; converting data to and from multiple platforms; reading a variety of technical maps, drawings, and other related items; understanding, using and applying database management systems, tools, and techniques; collecting, interpreting and integrating relevant geographic data from multiple sources; preparing accurate GIS cartographic products; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require: reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise

move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.