



**POSITION DESCRIPTION  
CITY OF MUNCIE, INDIANA  
SANITARY DISTRICT**

**POSITION:** Geographic Information System (GIS) Specialist  
**DEPARTMENT:** Engineering  
**WORK SCHEDULE:** 7:00 a.m. - 3:00 p.m., M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** March 2010 **STATUS:** Full-time  
**DATE REVISED:** March 2022 **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Muncie Sanitary District provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as GIS Specialist for the Muncie Sanitary District Engineering Department, responsible for updating and maintaining databases, maps, drawings, and building user interface for GIS software.

**DUTIES:**

- Updates GIS and database files, including importing files from Auto CAD and/or other format(s).
- Manages data and creates forms digitally displayed to co-workers and the general public using ArcGIS applications, including providing maps and digital data.
- Updates database files and information for sewer infrastructure, trash routes, BWQ data, and test sites.
- Enters record data into appropriate computer program, maintains database programs, and exports data to AutoCAD or similar.
- Installs GIS software and provides training for Departments within the District, including evaluating possible new software usages.
- Manage and maintain online maps and user accounts using ESRI ArcGIS Online applications.
- Develops and prints maps and posters for other MSD Departments.
- Performs related duties as assigned.



## **I. JOB REQUIREMENTS:**

- Baccalaureate degree in Geography, Natural Resources, Urban Planning or related field. Five (5) years previous experience preferred.
- Basic understanding of sewer infrastructure a plus.
- Substantial experience with ESRI ArcGIS suite of software, including ArcGIS Desktop, ArcGIS Online, managing and administrating ESRI geodatabases, interoperability extension, and creating seamless integrations between CAD and GIS data formats.
- Thorough knowledge of engineering techniques and related skills.
- Thorough knowledge of ArcGIS applications and Survey123 forms.
- Working knowledge of workflow between GIS and AutoCad.
- Working knowledge of continuing advancements in computer systems and ability to evaluate hardware and software for specific applications.
- Working knowledge of Standard English grammar, spelling, punctuation, and ability to read and interpret detailed prints, sketches, layouts, specifications and maps.
- Ability to comply with all employer and Department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.
- Ability to effectively communicate orally and in writing with co-workers, other City departments, contractors, Delaware County offices, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Ability to operate standard office equipment, including computer, calculator, and telephone.
- Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.
- Ability to follow policies and procedures, and legal requirements, and ability to apply such knowledge to interrelated processes, tasks, and operations.
- Ability to utilize computerized programs and related software as required.
- Ability to compare or observe similarities and differences in data, compile, analyze and evaluate data, and make determinations based on data analyses.
- Ability to apply knowledge of people and/or locations plan and layout assigned work projects, and perform arithmetic calculations.
- Ability to occasionally work extended hours and occasionally travel out of town for training and/or conferences, sometimes overnight. Occasional work outside the office.

## **II. DIFFICULTY OF WORK:**

Incumbent must make technical decisions in the areas of networking and computers. Regulations and guidelines place moderate restrictions on incumbent's latitude to make decisions. Work requires extensive knowledge of technical and non-technical data. Individual judgment and personal decision making is needed in selecting and adapting standard practices and procedures to fit varied circumstances and conditions.



### **III. RESPONSIBILITY:**

Incumbent performs extremely complicated/ non-standard duties, spending the majority of his/her time providing consistency and service to District departments. Incumbent receives indirect or occasional supervision, referring to supervisor for unusual matters. Work is periodically reviewed for attainment of objectives and effect on Department goals/objectives.

### **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other City departments, contractors, Delaware County offices, and the public for purposes of exchanging information, problem-solving, and instructing others.

Incumbent reports directly to the District Engineer.

### **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs majority of duties in a standard office environment with occasional outside work, involving sitting/walking at will, sitting/standing/walking for long periods, lifting carrying objects weighing over 50 pounds, pushing/pulling objects, bending, crouching/kneeling, reaching, keyboarding, close/far vision, depth perception, handling/grasping/fingering objects, speaking clearly, and hearing sounds/communication. Incumbent occasionally works extended hours and occasionally travels out of town for training and/or conferences, sometimes overnight.

### **APPLICANT/EMPLOYEE ACKNOWLEDGMENT:**

The job description for the position of GIS Specialist for the Engineering Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

Engineering/ GIS Specialist