



# CITY OF LORAIN

## CIVIL SERVICE COMMISSION

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SECRETARY

### THE LORAIN CIVIL SERVICE COMMISSION ANNOUNCES APPLICATIONS FOR THE POSITIONS OF:

#### CLASSIFICATION:

**ENGINEER III -GIS SPECIALIST in the Lorain Engineering Department**

**SALARY RANGE: \$ 67,683 - \$ 82,397**

Applications for these positions are available online by going to [www.cityoflorain.org](http://www.cityoflorain.org); (under departments, click on Civil Service and then Job Application (and follow the 4-step instructions). Lorain Civil Service will begin receiving applications Monday, April 12, 2021 through Friday, December 31, 2021 (by 4:30 p.m. deadline) **ON A CONTINUOUS BASIS**. Please email your application and be sure to include the City of Lorain Employee record check form and a copy of your valid driver's license to:

[rosemary\\_white@cityoflorain.org](mailto:rosemary_white@cityoflorain.org)

Applicants must be US citizens or have a valid permanent resident card. A complete job description will be attached to this announcement.

The GIS Specialist assists City Engineer and Deputy Director of Engineering with providing city-wide GIS services and maintaining the City's GeoDatabases (GeoDBs). Knowledge of ArcGIS 10.6X, ArcGIS Pro, ArcServer and Microsoft Office Suite. Minimum of a 4-year Bachelors Degree in Engineering, Surveying, Geography or GIS related field. Registered and entitled to practice in the State of Ohio as a Professional Engineer; Professional Surveyor or GISP. Five to ten years experience performing GIS related work (utility work preferred.)



## Position Description

**Position Title:** Engineering III: GIS Specialist  
**Department:** Engineering  
**Salary Grade:** A13  
**Reports to:** City Engineer  
**FLSA:** Non-Exempt  
**Date:** February 2021

### Position Summary:

Assists the City Engineer and Deputy Director of Engineering with providing city-wide GIS Services and maintaining the City's GeoDatabases (GeoDBs).

### Duties and Responsibilities:

- Create GIS Standards and Standards Documentation for the City of Lorain (COL)
- Provide overall guidance in the maintenance of COL GIS databases and GeoDB.
- Provide Geographic Information System (GIS) client services
- Focus on improving the data accuracy, integrity and completeness
- Use GPS equipment to gather data points and load data into City's GeoDBs
- Edit and create GeoDBs, Feature Data Sets, and Features sets of all types
- Edit geographic data to a high level of accuracy
- Investigate data, database and application issues from a business perspective and make preliminary recommendations
- Assist with ad-hoc GIS requests such as data extraction and analysis and map making
- Document and catalogue Lorain's data including linking to a library of scanned images
- Make recommendations regarding data storage and data optimization
- Assist with a variety of documentation; prepare simple reports and presentations, help organizing meetings
- Manage and update utility pipeline network GIS database using ArcMap 10.6
- Perform QA/QC on external vendor collected GPS data to meet City standards.
- Provide support to all GIS Users and City Departments
- Refer and/or escalate issues outside of scope of assignment
- Research information sources and make initial interpretations
- Take the initiative and solve problems by applying consistent and accepted methods and documenting procedures
- Make routine decisions independently and exercise judgment within established guidelines
- Develop relationships with stakeholders and contribute to customer satisfaction by delivering timely and quality services
- Make routine decisions and recommendations using established guidelines, procedures or polices.
- Perform routine mapping GIS activities (pipeline, facilities, imagery, structures and base maps).
- Work with other GIS professionals outside of City to coordinated data optimization whereby data owners maintain data and all data is available securely for consumption.
- Coordinates data use and configuration with other organizations such as Lorain County.
- Define and create custom web maps and applications.
- Make recommendations for the creation and modification of data structure.
- Edit City infrastructure and administrative data as needed.
- Determine data needs and identify methods of procurement and adjustment.
- Develop maps, applications and tools to assist field staff and to provide information to the public.

- Meet with users to define data needs, project requirements, and deliverables.
- Develop routines to moderately complex command sets (scripts) using computer programming and GIS software.
- Interpret aerial photography, subdivision plots, land records, and engineering drawings;
- Analyze survey data, source maps, and other records;
- Determine effective presentation of information and selects cartographic elements needed; displays results of analyses using maps, graphs, and tabular data.
- Review existing and incoming data for quality and documentation;
- Performs quality control checks to assure integrity of GIS data;
- Compile geographic data from a variety of sources including field observation, satellite imagery, aerial photographs, and existing maps;
- Scan, rectify, geo-reference and digitize data;
- Perform spatial analysis
- Build topology
- Enter data attributes, checks for errors, and verifies accuracy; makes required corrections and edits/refines GIS data as necessary.
- Convert data from AutoCAD to GIS and GIS to AutoCAD.
- Update and build system data; catalogs and maintains data entry and map update procedures;
- Enter data into database using application of coordinate geometry, keyboard entry of tabular data, manual digitizing of maps, scanning, and conversion of digital data sources, including automatic conversion to vectors, and other duties as required by the City Engineer.

**Necessary Competencies and Personal Qualities:**

- Ability to foster relationships with GIS community
- Problem Solving including the ability to use ESRI and other tech support to services to solve problems
- Prioritizing and organizing multiple projects
- Attention to detail and accuracy

**Knowledge of:**

- Software: ArcGIS 10.6.X, ArcGIS Pro, ArcServer, Microsoft Office Suite (MS Word, Excel, PowerPoint, Access)
- Department goals, objectives, policies and procedures.
- City of Lorain geography including surrounding communities.

**Skill and Ability to:**

- Candidate must be organized, able to prioritize work and coordinate multiple tasks.
- Develop and maintain effective working relationships throughout the City.
- Ability to work independently or in a group setting.

**Education, Licenses and Experience:**

- **Education:** Minimum requirement of a 4-year Bachelors' Degree in Engineering, Surveying, Geography, or GIS related field.
- **Licenses:**
  - **Registered and entitled to practice in the State of Ohio as a Professional Engineer; Professional Surveyor or GISP**
  - **Valid State of Ohio Driver's License.**
- **Experience:** 5 -10 years of performing GIS related work (utility work preferred)