

## JOB ANNOUNCEMENT

**POSITION:** GIS Analyst  
**DIVISION:** Engineering  
**REPORTS TO:** Manager, Technical Services  
**SALARY:** \$54,392.00-\$60,507.20

**POSTED:** November 8, 2016  
**APPLICATION DEADLINE:** 4:00 p.m.  
on November 21, 2016

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**UNION:** This position is included in the American Federation of State, County and Municipal Employees bargaining unit and will be filled in accordance with the provisions of the Collective Bargaining Agreement.

**SUMMARY:** Serves as resource and expert in using ESRI GIS computer hardware and software for water/waste water management.

**DUTIES/PRIMARY RESPONSIBILITIES:** Operates GIS computer hardware and software and peripheral equipment; identifies and assists in resolving hardware and software problems; responsible for file management on workstations; researches, prepares, edits, maintains and updates GIS files; develops, updates and maintains working drawings related to water/wastewater design, surveys, and custom maps (derived from GIS data); gathers, calculates and interprets data from field visits, surveys, inspection reports, as-built drawings, etc. used in the development of drawings, maps and databases related to the GIS system; organizes and files record information for graphic and database updates to the GIS system; assesses and recommends standards and procedures for GIS system input; provides plans, drawings, maps and information to departmental personnel, other departments and/or contractors and the public as required or requested; performs activities, functions and other related duties as assigned or required.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function(s). This is not an all-inclusive document; additional duties, expectations, demands, etc. may be added or changed to this document on an as-needed basis in order to meet organizational needs.*

**KNOWLEDGE/ABILITIES:** Knowledge of the principles, practices and techniques of GIS (ESRI preferred); knowledge of surveying, geography, cartography, data/database management, and principles related to water/wastewater design; and of hardware, software and communication components needed in the daily operation and manipulation of the GIS system. Ability to effectively use assigned operating systems and software (e.g. ESRI, Windows, etc.); and to effectively use computer related hardware and peripheral equipment related to the daily job responsibilities; to organize and complete work assignments; to comprehend, maintain and develop the database, drawings, reports, etc., both manually and through automated methods; to communicate effectively, both orally and in writing; and to establish and maintain effective working relationships with supervisors, associates, outside agencies and the public.

**GENERAL REQUIREMENTS:** Candidate must be a City of Pittsburgh resident at the time of application and remain a City of Pittsburgh resident throughout employment with the PWSA. Verification of City residency required at time of appointment.

**EDUCATION/EXPERIENCE REQUIREMENTS:** In order to be considered eligible for this position, the application must clearly show 1-2 years of operating ESRI GIS software or equivalent, Associate's degree in engineering, information science, or a related field required; or equivalent combination of education and experience.

**PHYSICAL/WORKING CONDITIONS:** General office environment; must be able to lift up to 10 pounds.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**APPLICATIONS:** Available in the Human Resources Section, 1200 Penn Avenue or online at [www.pgh2o.com](http://www.pgh2o.com) (About Us). Send resume and cover letter to [hr@pgh2o.com](mailto:hr@pgh2o.com).