GIS TECHNICIAN

POSITION SUMMARY

This position supports the GIS Specialist in maintaining and updating the City of Dickinson ArcGIS enterprise Geographic Information System (GIS). The position is primarily responsible for using ArcGIS technologies and tools to edit, create, analyze, and distribute GIS data for other employees, contractors, and the public. The position will exercise proactive judgement to improve the city's GIS through user interactions, problem solving, and QA/QC of data. The Technician will work with the Specialist to help guide processes, planning, and overall utilization of the city's enterprise GIS software, databases, and data.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Duties:

- Use software applications such as ArcGIS desktop/Pro to create and maintain geospatial features and attributes in a MS SQL enterprise geodatabase and other ESRI formats;
- Distribute GIS data to users through published web maps/apps, printed maps, file transfers, PDF, and other formats.
- Communicate with employees and contractors to obtain documents from project completions, resolution & ordinance passage, and other city activities that are needed to keep GIS features and attributes current.
- Utilize GPS with real time correction to collect data or assist others to collect data within horizontal and vertical tolerances;
- Analyze and report GIS data to provide asset related metrics to decision makers;
- Perform routine data validation and QA/QC checks to ensure GIS data integrity;
- Continue to develop expertise in GIS, participating in workshops, training, or vendor presentations introducing evolving GIS technology, new products and upgrades; ;.
- Perform other functions to support the GIS program and Engineering Technician duties as needed;

Knowledge, Skills and Abilities:

- Ability to assist the Engineering Technicians in the field with utility locating and field measurements
- Experience using ESRI or other GIS software to edit, convert, and distribute GIS data and maps;
- Ability to use or learn basic scripting in Python, Arcade, and SQL queries;
- Ability to read or learn to read and interpret legal descriptions and utility plans from various sources including deeds, plats, record drawings and other related documents;
- Detail oriented to conduct thorough analyses and evaluations, render and implement timely decisions and recommendations;
- Ability to work independently and manage time across multiple projects and deadlines;
- Ability to seek input/feedback and coordinate with other team members to solve problems by analyzing data;
- Excellent organization skills and attention to detail.

- Excellent time management skills
- Ability to use a variety of field and office equipment and related computer operations and software applications including handheld electronic devices;
- Good communication skills both orally and in writing;

QUALIFICATIONS

Education and Experience:

- High School Diploma or GED Required
- Associate degree in GIS, Geography, Information Technology, or other closely related field preferred.
- One to three years of experience using GIS or Information Technology is preferred but not required.
- An equivalent combination of education and experience deemed adequate to successfully perform the duties of this position.

Special Requirements:

- Valid Driver's License, ability to obtain ND Driver's License within 90 days of hire.

WORKING CONDITIONS

- Positions in this class typically require: sitting, stooping, kneeling, reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.
- Work conditions involve some exposure to moderate risk of accident and require following basic safety precautions; may be subjected to inadequate lighting, intense noise, and exposure to unpleasant elements.
- Physical demands include moderate physical activity that includes prolonged sitting, standing and/or walking, handling moderate weight objects and/or using or carrying equipment. Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Movement may be restrained or confined.
- Work may require local travel

Grade: 14
FLSA: Non-Exempt
Approved by City Commission: 11/04/2025
Updated: 7/11/25 by Daryl Hochhalter, 10/30/2025 by Josh Skluzacek and HR Nameniuk