

Barton Village, Inc.

17 Village Square

PO Box 519

Barton, Vermont 05822

(802) 525-4747

Job Description

Position Title: GIS Mapping Technician

Employee Classification: FLSA Non-Exempt (Non-Collective Bargaining Unit Position)

Pay Range: Based on Qualifications and Employment Status

Report To: Village Manager

GENERAL SUMMARY:

This position will be responsible for the accurate field data collection and data entry associated with the Barton Village electrical infrastructure utilizing the GIS field collection application and desk top GIS Barton Village GIS mapping database. A strong working interface and communication with Field Operations and Back Office personnel will be essential for the success of this position.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Performs GPS field data collection and post processing.
- Sound working knowledge of data creation, processing, editing and analyses.
- Create, edit, and maintain GIS data. Includes data collection, input, and linkages to various databases/images.
- Conducts mapping research in the field and in the office.
- Manage data input received from Field Operation's contractor.
- Must be able to work independently and with minimal supervision.
- Fully comply with Vermont Occupational Safety and Health Administration (hereafter VOSHA) and Occupation Safety and Health administration (OSHA) standards.

SUPERVISION RECEIVED:

Receives supervision from the Barton Village Manager, while exercising individual and independent judgement.

SUPERVISION EXERCISED:

- NONE

QUALIFICATIONS AND EXPERIENCE:

A. General

- a. Valid driver's license and pass a background check.

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B. Physical

- a. In compliance with the Americans with Disabilities Act, the following represent the physical and environmental demands for this position. The employee must be able to perform the essential functions with or without accommodation. This position requires a majority of time (up to 100%) walking and standing.
- b. Audio, visual, and verbal functions are vital aspects to performing this position as well as the ability to operate an automobile.
- c. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
- d. Continuous demands: Walking standing, getting into and out of a vehicle.

C. Environmental Criteria

- a. Must be able to perform work under varying weather conditions such as extreme cold and heat. The employee may be exposed to wet and/or humid conditions on a frequent basis.

D. Technology

Must be experienced with IPAD capabilities.

TERMS OF EMPLOYMENT:

- Wear appropriate PPE (Boots, Safety Helmets, Safety Glasses, Hearing Protection) when necessary in accordance with VOSHA and OSHA standards. (Boots will not be provided to seasonal/temporary staff).
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- This is an hourly position and is intended to be temporary employment without any expectation of future full-time employment.
- Wage will be based on experience.