

**HARDIN COUNTY WATER DISTRICT No. 1**  
**Job Description**

**TITLE OF POSITION:** GIS/Planning Specialist (Non-Exempt, Pay Grade 4)  
**DEPARTMENT:** Engineering  
**REPORTS TO:** Engineering Manager  
**SUPERVISES:** No supervisory responsibilities  
**REVISED:** November, 2017

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**BASIC POSITION DESCRIPTION:**

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Under general supervision from the Engineering Manager, maintain, expand and improve GIS Mapping System using GPS Devices, record and legacy original plans and drawings for water, sanitary and storm sewer utilities of the District.

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**ESSENTIAL POSITION FUNCTIONS:**

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Review construction design plans provided by developer or engineers and write comments to adjust design to meet District Construction Standards. Perform buried pipe line locates using existing maps and metal detection equipment. Assist in preliminary and final design of capital improvement projects. Attend design and preliminary building design review meetings and provide comments for Engineering Manager. Coordinate integrated data exchange of GIS systems with other government, utility organizations. Assist in correspondence, meetings, and other communication with funding and regulatory agencies. Close out or create work orders using preventive maintenance software programs. Provide inspection for capital improvement projects in construction. Write specifications and Request for Proposals for engineering services, construction equipment and technical computer hardware and software. Work with professional engineers on hydraulic modeling and analysis for system expansions and improvements. Provide training to District staff on use of GIS Mapping System. Assist other District Departments with routine projects and duties in emergencies which may include physical work as needed to assist with water main breaks, small construction projects, meter reading and other duties. Any and all other job duties as may be assigned.

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**STANDARDS OF PERFORMANCE:**

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Excellent organizational, oral and written communication skills, including procedures. Extensive knowledge of design, construction and materials used in the water, sanitary and storm sewer industry. Must be skilled in spreadsheet and data management software programs as used for capital program management and funding. Experience with contract document preparation, bidding on construction contract management. Ability to use GIS and CADD software programs, understand and use hydraulic modeling programs and ability to learn and operate GPS equipment to collect field data points. Proven record of ability to manage multiple projects and tasks simultaneously. Experience with employee supervision, motivation and annual performance evaluation. Strong understanding of the project design, bid, permitting and construction process. Experience with environmental studies, regulations and studies. Should be familiar with OSHA and other safety regulations and laws related to the construction industry. Ability to establish and maintain effective working relationships with officers, employees and the general public and regulatory officials as well as develop positive working relationships and team environment among staff and departments.

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**MENTAL AND PHYSICAL REQUIREMENTS**

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Must be able to maintain considerable concentration with frequent time pressures and interruptions as well as read, interpret, and analyze documents, reports and email. Outdoor work can require walking and bending, digging up valve boxes as needed and using a metal detector or line locator.

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**WORKING ENVIRONMENT AND CONDITIONS**

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Work is primarily performed in an office environment with significant time in the field and outdoors. Must be able to view and read drawings and blueprints, computer screens, GPS handheld data collection

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equipment. Travel by airplane is infrequent, but is part of required duties as needed. This position may be required to access Ft. Knox Army Post. Incumbent must be able to pass security background check as required to access Ft. Knox. If approval to access cannot be obtained for any reason, employment may be terminated.

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### **EDUCATION, EXPERIENCE AND TRAINING**

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Four year college degree in Civil or Environmental Engineering, or Geography or related field. Previous experience with GIS/GPS Systems and software and/or AutoCAD programs and strong computer experience and skills background using Microsoft Windows based programs. Two years minimum experience using Windows based CADD and/or GIS programs. Proficient computer and software skills. Must be able to operate pickup truck, portable laptop computer and GPS Data Collection instrument. Must be able to use magnetic line locate devices and portable water meter instruments during day and night. A Class III-D Distribution System Operator License and a Class III Sanitary Sewer Collection System Operator License from the KY Division of Water is preferred. Experience in hydraulic modeling with KYPipe or WaterGems. ESRI certification with ArcGIS Desktop as Associate (EADA) or Professional (EADP). (Other education and experience may substitute above, but only if approved by the District, at its discretion). A valid driver's license is required.

### **Acknowledgement for Receipt of Job Description**

I have received a copy of the Job Description and have read and understand its contents.

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Employee Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_