

BAY COUNTY ROAD COMMISSION

GIS/ENGINEERING SUPPORT TECHNICIAN – Job Posting

Wage Rate: \$26.00/hour
\$54,080/year

Job Summary

Under the supervision of the Assistant Engineer, serves as support staff for the Assistant Engineer and Information Technology Manager. Responsible for developing, operating and maintaining the Bay County Road Commission's (BCRC) Geographical Information System (GIS). The position maintains Roadsoft, and Cityworks, the counties asset management software systems, and works as a support staff member for the Engineering Department, completing surveys and assisting in construction plan development.

Job Description

Coordinates and manages the BCRC's GIS databases (Roadsoft, Cityworks, and ArcGIS). This includes entering BCRC infrastructure information into the GIS database. Plays an assisting role in determining the short and long-term strategic plan for development, operation, hardware and software purchasing and maintenance of the BCRC's GIS systems. Supervises and trains part-time employees to collect GIS information using GPS.

Possesses a broad knowledge of and experience in, development and maintenance of a GIS system. Administers enterprise GIS environments and maintains ArcGIS On-Line, ESRI suite of products, Roadsoft and Cityworks. This includes building GIS layers, reading and understanding survey drawings, as-built construction plans, engineering design plans, maps, deeds, legal descriptions, imagery and related source documents, incorporating them into GIS using various methods. These methods include coordinate geometry (COGO), digitizing and GPS. Specifically, information related to transportation, storm drainage, public infrastructure and other municipal operations associated with the BCRC. This includes the ability to prepare and execute queries, produce maps, spreadsheets and other analytical products.

Maintains Engineering/Survey data within the Roadsoft asset management system for use in analyzing and reporting roadway inventory, safety, and condition data. This includes achieving certification to collect and record Pavement Surface Evaluation and Rating Study (PASER) data using Roadsoft. Assists the Engineering Department in collecting annual traffic counts, updating records and data within Roadsoft.

Assists the Engineering Department in the collection of topographic data for use in design drawings. Completes entry level civil-related designs.

Employment Qualifications

A degree or certificate in geographic information systems, computer science, or geography. Or related field with a minimum of two years of experience in the collection, entry and administration of GIS information is preferred. Documented experience in lieu of college level coursework will be considered. Entry level experience in a CADD program and past work experience with a public or government agency will be given additional consideration.

A valid Michigan Driver's License must be maintained during employment.

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Skills and Work Environment

Position requires organizational skills to schedule and prioritize work, the ability to exercise independent judgement, apply common sense and initiative to complete the work at hand. The ability to work in a team environment and willingly accept other assignments not listed herein is of extreme importance to the BCRC.

Requires traveling to various locations within and outside Bay County, which includes periods of prolonged driving, and walking over uneven terrain. Position also includes periods of prolonged sitting at a computer screen, in an office environment.

Submit a resume and BCRC application to: Bay County Road Commission, 2600 East Beaver Road, Kawkawlin, MI 48631. An application can be obtained from the BCRC's website at: www.baycoroad.org, lower right, click on "Job", click on "Non-CDL Application".