City of Lakewood Job Opening

Department of Public Works

Division of Engineering

GIS TECHNICIAN

The city of Lakewood is seeking a full-time GIS Technician in the Department of Public Works. This position is responsible for maintaining and updating the municipal GIS (Geographic Information Systems) for infrastructure and parcel mapping. The ideal candidate must have the ability to use various computer applications such as AutoCAD, ArcGIS for Desktop, ArcGIS for Server, ArcGIS Online, spreadsheets, word processing, and database software; perform CAD (Computer Aided Design) drafting for engineering projects and develop various maps in order to support the functions of the city. A knowledge of cartography, map projection and coordinate systems as well as the ability to prepare maps, graphs, charts and related materials through use of GIS and/or CAD software. Will create and edit GIS data and metadata; provide database development, analysis, support, and maintenance in a range of digital formats and provide technical training support to end users in the function and use of GIS and/or CAD systems and software. The GIS Technician inspects and monitors construction projects to assure quality; assures contract specification compliance, tracks expenditures and records conditions; acts as liaison between residents, contractors and the City; researches and provides land ownership information, lot size, sewer and water information to the general public. Must have the ability to work independently in managing multiple priorities to meet established schedules and goals.

MINIMUM QUALIFICATIONS REQUIRED:

- High School Graduate or GED.
- One year certificate from college or technical school in related field; and three (3) to five (5) years of progressively responsible related experience; or any combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential functions of the job.
- GIS Certificate preferred.
- Must possess an Ohio Driver License with less than eight (8) points.
- Must satisfactorily complete a drug screening and police background investigation.

ONLY QUALIFIED, interested applicants should submit a resume AND an application either on-line at www.onelakewood.com or to the City of Lakewood, Office of Human Resources, 12650 Detroit Avenue, Lakewood, OH 44107.

Posting ends: Monday, November 21, 2016

The City of Lakewood is an Equal Opportunity Employer

Posting date: 11-08-2016