



## City of Irving Job Description

### Utility Asset Analyst

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Water Utilities
<b>Job Code:</b>	U291	<b>Reports To (Job Title):</b>	Utility Technology Manager

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#### **PURPOSE**

Perform survey work in the field including as-built location or verification of utilities and features using GPS survey equipment and software to collect and download digital data. To perform data analysis, create ArcGIS map services and custom web applications, to produce maps, presentations, reports, and spreadsheets for internal and external customers. To create and update Water Utilities datasets within the City's Geographic Information System (GIS).

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Create and maintain Water Utilities GIS datasets by entering source information into GIS repository using various technologies.
- Train and support Water Utilities employees in GIS usage.
- Import and export GIS datasets in multiple formats.
- Perform quality assurance/quality control checks on spatial and attribute data.
- Track GIS source data using a relational database.
- Maintain all GPS equipment.
- Produce GIS maps.
- Create ArcGIS map services.
- Create custom web applications.
- Help integrate GIS with other applications such as Cityworks.
- Research various record documents for GIS input and support.
- Work with internal and external customers to provide requested GIS documents.
- Perform survey work in the field using GPS survey equipment and software.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Test and evaluate new software and equipment.
- Perform desktop support as required.

#### **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

None

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in Information Systems or a closely related field.

### **EXPERIENCE**

- Minimum of two (2) years working with GIS systems.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- None

### **KNOWLEDGE OF**

- Computers and Electronics: Electric circuit boards, processors, chips, and computer hardware and software.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Advanced Math: Mathematical calculations including geometry, trigonometry, algebra, statistics, and calculus.
- Programming Methodology: Necessary computer languages, basic principles, formulas, syntax, and documentation practices.

### **SKILLS AND ABILITIES IN**

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Operations Analysis: Analyzing needs and product requirements to create a design.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Service Orientation: Actively looking for ways to help people.

- Reading Comprehension: Reading and interpreting documents.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Interactive Presentation: Effectively presenting information and responding to questions from groups of managers, clients, customers, and the general public.
- Speech Recognition: Identifying and understanding the speech of another person.
- Technical Reasoning: Interpreting an extensive variety of technical instructions in mathematical or diagram form.

## **GUIDANCE RECEIVED**

### **Direction and Varied Methods**

Typically receives general direction about assignments and work results to be attained. Requires judgment to determine which methods apply and what data/information should be considered. Position must think through how issues can be addressed within existing policies and procedures and may assist others with more complex work methods and problems.

## **CONTACTS**

Employee will frequently coordinate and work with people outside of the department and with other organizations outside of the City including vendors and other agencies.

## **EQUIPMENT AND PROPERTY**

Desktop computers, servers, and plotters and printers

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to sit. Frequently, s/he is required to grasp, handle, feel, listen, see, stand, talk, and/or walk. S/he occasionally is required to lift up to 25 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The noise level in the work environment is usually quiet.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.