

November 21, 2016

FLSA Status: Non-Exempt

J O B P O S T I N G

TITLE: GIS/Asset Management Specialist
(FULL TIME)

LOCATION: Delhi Charter Township
Dept. of Public Services
1492 Aurelius Road
Holt, Michigan 48842

GENERAL SUMMARY: Under the direction of the Director of Public Services, assists the Director through technical and construction support by scanning and organizing documents. Assists with management of and planning for the collection system, treatment plant, and storm water phase II compliance through building and maintaining the department's Geographic Information System (GIS) database and providing data analysis and mapping. Manages the asset management plan geometric network; the sewer flow data collection and modeling. Reviews and approves WinCan data; provides quality control for field acquired data. Also provides GIS support for Department of Public Services (DPS) employees, prepares technical presentations, and designs and prints signage.

EMPLOYMENT QUALIFICATIONS:

Education: Bachelor's Degree in Geographic Information Systems, computer science or related field.

Experience: Two years of database management experience, and one year of GIS experience desirable. Proficiency in ESRI ArcGIS, Computer Scripting, Microsoft Excel and Microsoft Access preferred.

AT WILL EMPLOYMENT

2017 SALARY RANGE: (Pay Grade 9) \$25.14 - \$30.18

APPROXIMATE STARTING DATE: January 1, 2017

HOURS TO BE WORKED: 40 hours per week, Monday – Friday

APPLICATION DEADLINE: Friday, December 2, 2016, 5:00 P.M.

Applicants must complete application in person at the Delhi Township Manager's office at 2074 Aurelius Road, Holt, Michigan.

A complete job description is available upon request.