



**EMPLOYMENT OPPORTUNITY
GIS TECHNICIAN
Department of Public Works**

Posting Date: May 5, 2008

Closing Date: Until Filled

COMPENSATION

\$23.0870 per hour starting rate with range up to \$33.4392 per hour

HOURS AND SCHEDULE

7:30 a.m. – 4:30 p.m. Monday – Friday (40 hours per week)

POSITION SUMMARY

Provides computer related services working with the GIS software for production of utility drawings for various Village projects. Aids in Village mapping system by drawing new components of overall system. This includes gathering of data with a GPS unit in the field. Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

REQUIRED COMPETENCIES

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

- Ability to read and interpret Village, atlases, maps, maintenance records and engineering drawings.
- Ability to work on multiple projects and tasks simultaneously.
- Ability to communicate effectively, verbally and in writing.
- Ability to follow verbal and written instructions.
- Ability to establish successful working relationships with other department staff, supervisors and with staff from other departments.
- Ability to read, write and speak the English language.
- Working knowledge of personal computer, vehicle operation, telephone, copy machine, printer & writing utensils.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

- Prepares utility drawings from existing and new subdivision within the Village; uses engineering plans supplied by internal and external sources and verifies the location of new and existing sewer and water main, valves, manholes, hydrants, streetlight and storm sewer through field work, records and plans.
- Maintains and updates current Village utility atlases. Verifies subdivision/ commercial as built information.
- Researches utility locations for input into the Arc Map software.
- Operates Global Positioning System (GPS) unit to gather data on Village infrastructure.
- Works with IS Department to coordinate exchange of GIS data.
- Maintains filing system of current and dated materials, such as maps, plats, engineering plans and related materials.
- On an as needed basis, participates in Department response to Snow/Ice Control.
- Performs other duties, tasks, and responsibilities as assigned.

EDUCATION, EXPERIENCE AND COMPUTER SKILLS

- Requires Bachelor's degree from four-year college or university.
- Knowledge of Civil Engineering principles and practices.
- Two years related experience.
- Experience with Microsoft Office, Arc Map or similar GIS software.
- Requires Illinois Class D Driver's License.

FOREIGN LANGUAGE SKILLS Fluency in a foreign language is a plus.

For more detailed information please refer to the job description.

TO APPLY

Submit a resume and/or a completed Employment application to:

Village of Hoffman Estates
 Human Resources Management
 1900 Hassell Road
 Hoffman Estates, IL 60169
 website: www.hoffmanestates.org
 Fax: 847-781-2699
 e-mail to applyhrm@hoffmanestates.org

This position is eligible for the Employee Referral Program. The form may be obtained from Human Resources Management and must be returned by May 21, 2008.

The Village of Hoffman Estates is an Equal Opportunity Employer and complies with all applicable Federal, State and local laws regarding employment.

Because of the many submissions received, the Village is unable to contact all applicants. You will be contacted if you are chosen as an interview candidate for an open position.