



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: GIS Technician

DEPARTMENT: Facilities & Maintenance Department

CATEGORY: Maintenance & Field Support Staff (MFS)

LOCATION: Wichita Tribal Complex

REPORTS TO: Facilities & Maintenance Administrator

JOB SUMMARY:

The GIS Technician will be responsible for making maps, customized Geographic Information Systems (GIS) applications and manipulating data to serve a variety of purposes. They will read and interpret maps, manipulate and understand digital land data and manage data entered into a GIS database.

CORE DUTIES AND RESPONSIBILITIES:

1. Designs or prepare graphic representations of GIS data, using GIS hardware or software applications.
2. Interprets aerial photography or imagery.
3. Enters data into GIS databases, while maintaining the GIS database.
4. Reviews existing or incoming data for currency, accuracy, usefulness, quality or completeness of documentation.
5. Establishes and maintain effective working relationships with those contacted in the course of business.
6. Gives continuing and meticulous attention to mapping details.
7. Performs mapping to assist the Tribe in locating manholes.
8. Maps recent waterline breaks, and locate current waterlines.

9. Supports the Tribe in recent fire suppression breaks, mapping will assist the Tribe in identifying where shutoff valves are located.
10. Supports the Tribe in recent HVAC issues, mapping will identify where the current HVAC units are located.
11. Supports the Tribe in recent issues with Right-of-Ways, mapping will help identify where current Right-of-Ways are located.
12. Supports the Tribe in recent land purchases, mapping will assist in identifying specific tracks of land.
13. Supports the Tribe in the need to expand the Rock Springs Cemetery, mapping will allow the Tribe to determine where graves are and provide information due to some graves and markers disappearing over the years.
14. Performs other duties related to position as necessary or assigned by the Facilities and Maintenance Administrator.

EDUCATION AND EXPERIENCE:

1. Possess a High School Diploma or GED.
2. Must be willing to train in GIS software.
3. Must have had at least four (4) years of mapping work experience in related field and be able to work independently with minimum supervision.
4. Must have communication skills, both oral and written, and have the ability to establish and maintain a working relationship with personnel, management, and visitors.
5. Have the ability to follow oral and written directions, and prioritize multiple tasks.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is occasionally exposed to wet and/or humid conditions, high temperatures, and other outside weather conditions. Some exposure to high, precarious places; fumes or airborne particles; unpleasant and noxious fumes and odors; dust and cleaning chemicals; risk of electrical shock; and vibration. Will occasionally work in confined spaces. The noise level in the work environment is usually moderate to occasionally loud.

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. While performing the duties of this job, the employee is frequently required to stand; walk; reach; climb or balance; stoop; kneel; crouch or crawl. The employee must frequently lift, carry, and move more than 25 pounds. Specific vision abilities required

by this job include close vision, distance vision, color vision and depth perception.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver’s License. Subject to a background check, covid-19 rapid test and drug screening. Indian Preference applies. Direct Deposit is required.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

CHIEF OPERATIONS OFFICER

DATE

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.