



CITY OF BROOKSVILLE JOB DESCRIPTION

POSITION TITLE: GIS/Utilities Coordinator
DEPARTMENT: Public Works
DIVISION: Utilities
SUPERVISED BY: Utilities Supervisor or Manager

JOB SUMMARY/OVERVIEW OF THE POSITION:

This position administers and coordinates geographic information system (GIS) activities for the City's Utilities Department. The GIS/Utilities Coordinator is responsible for entering, editing, annotating, and maintaining GIS data to create accurate maps and maintain the GIS database. The role includes inspecting water, wastewater, and stormwater lines using the camera truck, mapping and routing new utility infrastructure, and assisting field crews with locating and documenting utility assets. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- Collect, edit, and maintain GIS data to accurately represent the City's water, wastewater, and stormwater systems.
- Operate the camera truck to inspect pipelines, documenting conditions and identifying maintenance needs.
- Assist in routing and mapping new utility lines, extensions, and service connections in GIS.
- Generate and maintain as-built drawings and integrate them into the GIS database.
- Support field crews with locating, documenting, and verifying utility assets.
- Perform data analysis and prepare reports on utility systems for internal use and regulatory compliance.
- Respond to inquiries from the public, contractors, and internal staff regarding utility mapping and GIS data.
- Assist with planning and scheduling maintenance or construction projects using GIS data.
- Maintain GIS-related software, hardware, and digital resources.
- Work safely and adhere to all City policies, procedures, and regulatory requirements.
- Perform other duties as assigned by supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency in GIS software and tools for mapping, analysis, and data entry.
- Ability to operate camera truck and other field inspection equipment safely.
- Basic understanding of water, wastewater, and stormwater systems.
- Skill in reading, interpreting, and updating plans, maps, and as-built drawings.
- Strong organizational and data management skills.
- Ability to communicate clearly and professionally with staff, contractors, and the public.
- Ability to work independently and assist field crews with technical tasks.
- Physical ability to perform inspections, operate equipment, and occasionally lift up to 50 lbs.

The job description does not constitute an employment agreement between the City and employee and is subject to change at any time by the City as the needs of the City and requirements of the job change.

MINIMUM REQUIREMENTS LISTED AS FOLLOWS:

PHYSICAL SKILLS: Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (20) lbs.

EDUCATION, TRAINING AND EXPERIENCE:

- High School Diploma or GED required.
- Minimum of three (3) years of experience in GIS, utilities mapping, or a related field.
- Any equivalent combination of education and experience that provides the required knowledge, skills, and abilities may be considered.

LICENSES & CERTIFICATIONS

- Valid Florida Operator’s License, insurable by the City’s current insurance carrier.
- GIS or mapping-related certifications preferred but not required.
- CDL Class B preferred.

***ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

***DRUG-FREE WORKPLACE:** City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

***VETERANS' PREFERENCE:** Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

<u>HR INFORMATION</u>	REVISION DATE: 10/2025
FLSA STATUS: Non-Exempt	
PAY GRADE: SEE CURRENT PAY GRADE SCALE	