# GIS Asset Engineer

# Grade: C07

**FLSA: Non-Exempt**

**Date: 07/22**

**Job Summary:** This position will include both office and field work. Identifies and catalogues County assets into the GIS database with the type, size, standard, year of installation and last repair. Investigates and responds to citizen 311 reporting, voicemail messaging, and Commissioner calls for repairs. Assists Manager with FEMA or MEMA reporting to track and permit emergency repairs. Field work includes locating assets in the field with Geo-positioning in State coordinate system, measuring assets, and photographing the asset. Office work includes adding the asset information into the GIS database and cataloguing the information for reporting and planning. Performs other duties as assigned.

**Essential Functions:**

1. Identify all County infrastructure assets such as roads, signs, guardrail, culverts, storm drain pipes, large box culverts and bridges;
2. Show or link all assets to the DPWT GIS database. Identify the County, State or Federal standard associated with the asset; and tie the maintenance of assets to each Highway Crew;
3. Link State Highway cameras and pavement temperature to the County GIS database;
4. Meet/communicate with the general public, department heads, Highway Department crews, and Construction and Inspection crews to track improvements and update the GIS database;
5. Track street lights and electric vehicle charging stations for coordination with payment to the Southern Maryland Electric Coop;
6. Track and report all assets for maintenance requests, anticipated routine maintenance, and emergency repairs;
7. Keep an updated unit cost of assets based on yearly market conditions;
8. Identify non-standard assets and determine a replacement schedule for long-term budget planning;
9. Provide coordinating efforts related to asset data management both internal to the County and as pertains to post construction as-built data management contracts;
10. Provide database development and maintenance for information pertaining to the County assets;
11. Assist IT staff in maintenance of the database;
12. Assist in administering Federal and State grants as they relate to design and construction project;
13. Develop and prepares reporting related to County Assets, including annual reporting for budgeting and project funding;
14. Develop cash flow projections and project schedules;
15. Prepare memoranda, letters, reports and correspondences as required; and
16. Perform other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Knowledge of CAD and GIS database;
2. Knowledge in transportation/traffic and site improvements;
3. Collects/coordinates County Assets field data for entry into GIS;
4. Ability to gain a thorough knowledge of St. Mary’s County Government policies and procedures;
5. Ability to act as a representative of St. Mary’s County Government to the public;
6. Ability to gain expert knowledge of department practices and procedures;
7. Knowledge of the principles, practices, and procedures of general engineering services; including plat review and mapping; computer aided design, and data base management;
8. Ability to plan maintain all database information in one or more areas of database, GIS, and Geospatial formats;
9. Ability to effectively communicate with other staff members; ability to coordinate, advise, and work with other professionals;
10. Ability to keep accurate records, prioritize, and multitask.

**Education and Experience:**

1. Bachelor’s Degree or Associates Degree in Engineering;
2. Two years or more of job related experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date