

## **Environmental Scientist / GIS Coordinator**

### **General Purpose:**

The Town of Jamestown is seeking applications for the position of Environmental Scientist / GIS Coordinator in the Public Works Department. The successful candidate will be responsible for assisting the Public Works Director in the administration of the Onsite Wastewater Management Program, Phase II Stormwater Program, and the operation of a Town-wide GIS program. In addition to GIS the applicant should have a general knowledge of IT systems and be able to provide technical assistance to the IT contractor. The position will also be responsible for assisting the Public Works Director, Town Planner, and Building Official with the review of development plans, construction inspections, investigating complaints, and assisting the public with the local permitting process.

### **Duties and Responsibilities:**

- Management of Onsite Wastewater Management Program;
- Management of Phase II Stormwater Requirements;
- Management of EPA Capacity, Management, Operation and Maintenance (CMOM) Requirements;
- Advise and assist the public, developers and contractors with local ordinances and standards;
- Review of development plans for building official, planning, and zoning boards;
- Assist with inspections of development projects for conformance with Conditions of Approval;
- Provide technical support to other department staff;
- Ensures the timely implementation of GIS-related projects;
- Assists in the development and management of GIS project plans including defining requirements, tasks, and resource assignments, ensuring that approved quality levels and deadlines are met;
- Prepares GIS project plans and schedules to include coordinating resources, tasks, and work assignments;
- Develops standards for GIS deployment and use within the Town;
- Provides technical guidance and assistance to staff;
- Update and manage document, content, and cloud databases;
- Serves as a liaison with GIS vendors for the proper acquisition, installation, operation and maintenance of GIS and IT related resources;
- Maintains expertise in GIS related software and technologies;
- Maintains general knowledge in IT software and technologies;
- Ensure that Permitting, Planning, and Asset Management systems must have the latest GIS data;
- Ensure that staff using GIS has training and technical support as needed;
- Interface with other departments or outside agencies regarding future GIS projects;
- Work with minimal staff and budget to achieve the Town's GIS goals;
- Perform various tasks as directed by the Public Works Director and Town Administrator.

## **QUALIFICATIONS**

### **Specialized Knowledge:**

- GIS mapping software products including ESRI ArcGIS, Trimble Pathfinder Office, and Autodesk AutoCAD Civil. A successful candidate should be familiar with the data requirements and discrepancies of each system;
- Principles and practices of onsite wastewater disposal design, operation, and maintenance;
- General principles of stormwater management and design;
- Familiarity with the grant writing process and general requirements and ability to develop and submit specialized grant applications and provide support to various town departments.

### **Abilities:**

- Understand emerging GIS technologies and their application to improve Town services;
- Analyze complex problems, evaluate alternatives, and make sound, well-structured recommendations and decisions;
- Prepare and present clear and well-organized written and oral reports to Town Council, administration and other groups as required;
- Explain GIS-related technical issues and concepts to non-technical staff;
- Use the Internet, remote communications, and other advanced tools to increase productivity and perform job function;
- Establish and maintain effective working relationships with subordinates, peers, superiors, vendor representatives and clients;
- Plan, manage, and implement GIS-related projects; assessing progress and making appropriate corrections to keep projects on track;
- Assess the spatial needs of Departments and recommend solutions;
- Work with various skilled staff from other departments or outside agencies;
- Read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations;
- Strong written and verbal communication skills;
- Communicate clearly and courteously with general public and staff;
- Organize and manage fluctuating workloads.

### **Special Requirements:**

- RI Driver's License;
- Must be physically capable of working in the field and in varying conditions;
- Must be able to work in adverse weather conditions for extended periods.

### **Minimum Education and Experience:**

#### **Education**

A Bachelor's degree in GIS, Environmental Science, Geography, Earth Science, Engineering, Computer Science or a related field from an accredited college or university.

#### **Experience**

1-4 years of relevant experience with geographic information systems, including analysis and database development, along with relevant experience specializing in environmental field with experience