

FOREST COUNTY LAND CONSERVATION-LAND INFORMATION/GIS DEPARTMENT

Position Description

Position Title: Land Information-GIS/Land Conservation Technician

Reports to: County Conservationist-Land Information/GIS Director

FLSA Status: Nonexempt

County Status: Regular Full Time Employee (40 Hour Work Week)

Pay Grade/Pay Structure: \$18.36-\$20.40 per hour

Job Summary:

Duties of this position will include:

- Assist with mapping duties, including creating and maintaining GIS data
- Work with other County Departments in developing GIS datasets
- Assist with conservation projects

Other duties of this position will include:

- Make contacts to promote conservation practices and providing technical assistance for a variety of conservation programs administered by the department. These programs include but are not limited to, Soil and Water Resource Management, Farmland Preservation, Erosion Control, and Working Forest Protection Programs.
- Assist with zoning duties as assigned including enforcing county zoning ordinances, performing site and sanitary inspections, and reviewing and issuing land use permits during times of the year when assistance is required.

This position will be located in the Forest County Land Conservation-Land Information/GIS Department office located at the Forest County Courthouse, 200 E. Madison Street, Crandon, Wisconsin.

Supervision over the Land Information-GIS/Land Conservation Technician will be completed by the County Conservationist-Land Information/GIS Director.

The basic requirements for this position are:

- Minimum level of education- Associate's degree or higher in cartography, geographic information systems, surveying or natural resources (forestry, soils, water resources) from an accredited Technical College, College or University with verifiable experience with GIS and GPS systems. Current students enrolled in the above programs are encouraged to apply, at the discretion of the LCC-LI Committee an internship program with multiple seasons of employment may be considered for a qualified applicant.
- Experience utilizing ESRI Software or compatible software to create digital data, generate maps and reports is a mandatory requirement. Microsoft Excel, CAD and Microsoft Access experience is highly recommended.
- Good communication skills (writing, public speaking, working with individuals of all ages)
- Ability to read various types of maps (aerial, topography, soils) and locate and navigate through remote forested properties independently is a requirement. Familiarity of Forest County and the Nicolet National Forest is a bonus.

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- Familiarity with basic surveying concepts, equipment, and coordinate based parcel mapping as related to PLSS.
- Ability and willingness to assist County Conservationist with conservation planning, project completion, county regulation compliance and inspections.
- Ability and willingness to assist County Zoning and Recycling staff with program administration and inspections.
- Valid driver's license, insurable under the Forest County standard automotive insurance policy
- Must be able to pass a background check

Activities:

- Assist with maintenance and improvement of County GIS and GPS systems
- Assist with maintenance and evaluation of County Mapping website, recommend and pursue required updates and improved data and services
- Assist with the evaluation of new programs for use in County GIS and GPS
- Assist with maintenance of and update County data sets.
- Assist with maintenance of survey databases; update parcel boundaries, update tie-sheet access for public users
- Implement strategic plans for data storage and delivery.
- Provide data to vendors, contractors and the public.
- Collect and compile available data from landowners and public entities.
- Upload data into GPS Units for use in the field.
- Expand current data sets to accommodate current needs.
- Assists with preparation of program documentation, including, but not limited to: annual grant applications, quarterly grant reporting forms, etc.
- Prepares regular, written reports to County Land Conservation-Land Information Committee(monthly)
- Learn new programs and assist with land conservation, working forest programs, and zoning departments as directed.
- Obtain and retain State certifications for inspection of POWTS and Soil Testing.

Wages and Benefits:

- Pay Grade/Pay Structure: \$18.36-\$20.40 per hour
- Opportunity exists for health insurance, retirement and vacation time as available for full time Forest County employees,

Draft- Land Conservation-Land Information/GIS Committee- 3/6/2021

Approvals: Approved by Personnel- March 22, 2021

Department Head: Steve Kircher Date: 3/8/2021