

Job Title: **GIS TECHNICIAN/ZONING INSPECTOR**  
Department: **PLANNING, ZONING, AND BUILDING**  
Reports to: **ASSISTANT DIRECTOR, AND/OR DIRECTOR OF PLANNING, ZONING AND BUILDING**  
Status: **CLASSIFIED – FULLTIME -- NON-EXEMPT – NON-UNION**  
Salary Range: **\$50,000 to \$65,000 ANNUALLY**

**GENERAL STATEMENT OF DUTIES:**

The GIS Technician/Zoning Inspector compiles, refines, and maintains Geographic Information Systems (GIS) datasets, querying of data, and the creation of maps using GIS software. Accommodate the mapping, graphics and special needs of all city departments. Perform field inspections for compliance with the city zoning code.

**PRIMARY RESPONSIBILITIES AND DUTIES:**

- Administers GIS databases, GIS server software, and GIS licensing software.
- Design, refine, update, and maintain GIS data; performs standard database query, spatial analysis and geo-referencing; operates a variety of computer software including Microsoft Office (Word, Excel, Access), Microsoft Outlook, ESRI ArcGIS and ArcCatalog, other GIS and GPS software, Adobe Pro, SQL Developer, and various other technologies and software utilized by the city.
- Provides software assistance; coordinates public and city reports; designs and maintains desktop databases for reports and maps; provides training.
- Work both independently and together with other city departments to maintain and update Aurora's computerized maintenance management system (CMMS), Cityworks, for utility asset management.
- Perform fieldwork and host field data for precise data collection using Leica GNSS GPS software in conjunction with ESRI applications and Trimble's Cityworks asset management software.
- Own, manage, and maintain the city's online GIS system and provide assistance to city departments regarding communication between online GIS system and CMMS. Provide technical assistance to Service, Engineering, Water and Wastewater departments for updating and editing online-hosted GIS products from the field. Maintain real-time, automatic data editing through these two cloud-based environments.
- Create, manage, update, and maintain all city-owned utility assets and infrastructure systems. Use GIS and geodatabases to produce maps, maintain large geographic feature archives, as well as associated field and attribute records (sanitary and storm sewer, water distribution, parcels, parks, trails, roads, sidewalks, cemetery etc.).
- Perform following tasks within Cityworks environment: create dash boards utilizing ArcGIS Dashboard, create web apps as needed, create work order/inspection templates, create custom field categories, create/edit domains and custom codes, maintain service resources, service definitions, and service layers, configure asset groups and asset types, automate asset updates from templates to the GIS.

- Disseminate data layers, tabular data, and proprietary maps to the public, city employees, engineers, design firms, and consultants.
- Locate, interpret, and georeference utility and cadastral data using site plans and as-built drawings.
- Creates and publishes maps for city employees, public, engineers, consultants, and contractors both digitally and in hardcopy.
- Performs buffering and mail merges for public hearing and notification and creates maps included in staff reports.
- Updates GIS using various source material including CAD design or drawing files, as-builts, hand drawn markups, hardcopy drawings using GIS software.
- Coordinates GIS data and serve material sharing and exchanges with partner agencies; performs timely updates with Portage County on up-to-date parcel information; shared digital media data and sources; gives access to data and sources for sharing; and obtains external data for use by the city.
- Utilizes GeoPlan, the planning, zoning and building software, for up-to-date information by address.
- Conducts periodic field inspections for residential accessory structures to ensure the final project meets zoning code requirements and is built according to the approved project application.
- Investigates and conducts field inspections to verify Zoning/Property Maintenance Compliance.
- Assists in general zoning code enforcement issues.
- Conducts re-inspections as necessary to ensure identified violations have been corrected to code.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Requires the ability to perform data analysis and comprehend a variety of informational documents including engineering plans, blueprints, street maps, subdivision maps, periodicals, daily sewer maintenance reports, raw GPS data to create shapefiles, requests for GIS information, requests for maps, municipal sew plans, tax maps and other reports and records.

**MINIMUM QUALIFICATIONS REQUIRED:**

- Bachelor’s degree or equivalent in Geography, Information Technology or related fields.
- One (1) year of GIS experience required. Prior zoning inspection experience preferred. Or any equivalent combination of experience or training, which provides the required knowledge, skills, and abilities.

**PHYSICAL DEMANDS:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position generally requires that the employee maintains a light to moderate level of physical exertion for extended periods of time, up to two (2) hours or more.

While performing the duties of this job, the employee regularly uses their hands to feel or operate objects or controls and reach with hands and arms. The employee often stands and walks when performing zoning inspection duties. The employee may occasionally climb or balance; stoop, kneel, crouch, or crawl when performing inspection duties.

Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may be subjected to fumes, odors, dusts, vehicle traffic, and other environmental factors while performing zoning inspection duties.

The employee may have to occasionally work in extreme weather conditions, including but not limited to, extreme heat and cold; heavy rain, snow, and ice; heavy winds.

Employee must wear/use PPE as required.

**HOW TO APPLY:**

Qualified applicants may submit an application and resume to [HR@AuroraOH.com](mailto:HR@AuroraOH.com)

The City of Aurora is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, sexual orientation, disability or military/veteran status in employment or provision of services.

The City of Aurora provides reasonable accommodation when requested by a qualified applicant or employee with a disability unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact the Personnel Department at 330-562-6390, or [popek@auroraoh.com](mailto:popek@auroraoh.com).

Candidate must be able to satisfactorily pass all pre-employment checks, including a criminal background screen and drug test. Nothing in this job description prevents the employer from modifying the duties of this position at its discretion.