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## GIS Specialist

This position is responsible for working with GMX staff in Toll Operations, Engineering, Finance, IT, as well as consultants, contractors, and vendors to provide a skilled level of oversight and administration of the Geographic Information Systems (GIS) system. Assists with the development, design, implementation, and maintenance of the GMX GIS information.

### Required Education & Experience

- A minimum of an Associates of Arts degree and three (3) years related experience, or up to five (5) years related experience in GIS systems in lieu of degree. An equivalent combination of training and experience that provides the required skills, knowledge and abilities for this position may be considered.
- A minimum of (3) years experience in the follow: AutoCAD, ArcGIS, ArcMap, GeoWizard tools

### Special Requirements, Licenses and Certifications

- Possession of a valid Florida Driver's License and ability to maintain a safe driving record in order to operate GMX vehicles for business purposes.

### Essential Duties

- Creates, maintains, and updates geodatabases; creates and edits data, performs GIS data/metadata management; provides quality control for GIS databases: develop digital standards for GIS databases; convert data to/from GIS geodatabases
- Prepares Layers, Geodatabases, Shapefiles, Maps, Charts, using ESRI based GIS software and related tools.
- Responsible for working with consultants to obtain needed information toward the update of layers, data and structures within the GIS system
- Performing analysis on data and preparing reports, graphics and maps from analyzed data.
- Prepares and evaluates maps, charts, layers, tables and sketches using GIS software/tools
- Interpret geographic data to ensure correctness, alignment and proper use for the creation of topographic maps, charts, layers and graphics.
- Monitors, reviews, maintains, analyzes, and implementing updates received from different consultant companies and assets inspectors.
- Work with external information from outside agencies, such as FDOT, Turnpike.
- Develop and manage the GIS data collection process for all GMX assets, performing technical and spatial data analysis to support new major projects.
- Responsible for the maintenance and posting all the GMX data assets to ArcGIS Online platform.

- Evaluate data relationships (Spatial and DBMS), data or layer application, projection of GIS information.
- Examines and analyze data from Geodatabases, reports to design, develop, validate, correct and proper maintenance of the GIS information.
- Optimizes the data, layers, tables and indexes to make the web applications more responsive; supports and enforces the application rules regarding style, edits and updates content, and quality checks for consistency and data integrity.
- Updates and creates documentation metadata for new and existing Geodatabases.
- Interprets geographic data and information to ensure correctness, alignment and proper use for the creation of topographic maps, layers and charts.
- Research new GIS software programs or related technologies; make recommendations for purchase of GIS software and hardware; provide technical specifications for the purchase of GIS-related hardware/software.
- Monitors changes in GIS systems applications in terms of equipment, standards, procedures and techniques, implement standards for all elements of the GIS systems.
- Develop innovative business applications using advanced tools, including enterprise solutions that enable seamless data sharing across multiple departments and media platforms.
- Design and manage the annually
- Training end users on new enhancements and features.
- Performs troubleshooting and production support assistance of the GIS systems and applications as needed.
- Ensures application of Best Practices regarding GIS policy, procedures, application, and mapping development.
- Research industry trends, standards, tools, and software to maintain and further develop a solid and competitive in-house level of GIS expertise.
- Approve invoices in a timely manner in accordance with Florida Statute.
- Ensure the procurement process is followed for all purchases of goods and services
- Support the quality initiative in the department to eliminate waste through continuous improvement in department processes.
- Create an atmosphere that facilitates the Agency's goals and decisions through mutual respect, honesty, and consideration of others.
- Ensure Agency policies are administered in a fair and consistent manner.
- Ensure all policies are administrated within ethical and legal standards.

## **Required Knowledge, Skills & Abilities**

- Knowledge of the ESRI ArcGIS Platform
- Knowledge of Statistics, Geography, GPS, and Cartography
- Knowledge of the layers typically found in an expressway setting and their interrelationships
- Considerable knowledge of GIS data analysis methods, understanding of GIS toolsets, file formats, map projections, and digital compilation techniques
- SQL Query language, database table structures
- Ability to communicate effectively, both orally and in writing
- Ability to think strategically and to lead
- Microsoft Office Suite proficiency
- Development of interpersonal relationships throughout the organization (internally and externally)

- Planning and organization proficiency
- Communicate effectively and in a professional manner to groups and individuals
- Ability to work and perform under time constraints and stressful situations
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Multitask, organize and prioritize multiple projects in order to meet critical deadlines
- Work effectively independently as well as a part of a team
- Exercise good judgment
- Formulate and interpret policies and procedures
- Process information logically
- Perform other duties as required

### **Working Conditions & Required Physical Abilities**

This position is located in a quiet to moderately noisy office environment.

Individuals in this type of position must have the use of sensory skills to effectively communicate with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use of fingers to handle, feel or operate objects and write. Must have the physical capabilities to move about the office and to effectively use and operate various office equipment; such as but not limited to personal computers, calculators, copy and fax machines. May involve extended periods seated at a keyboard or workstation. May occasionally involve lifting, carrying, pushing and/or pulling materials and objects weighing up to 25 lbs.

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

**Salary Range - \$70,000 - \$90,000 (Exempt)**