

Job Title: GIS Technician II**Job Status:** Full-Time**Department:** Data Strategy**Job Grade:** T206**Reports To:** GIS Supervisor**Work Setting:** On-Site**Pay Status:** Non-Exempt**Date Created/Updated:** 11/13/2025**Location:** Service Center

Position Summary

The GIS Technician II performs geographic information systems (GIS) data development, inputs as-builts into the system using ArcGIS and ArcFM, completes workorders in the work order management system and assists coworkers with support questions and special projects. The GIS Technician II performs data editing, integration and some analysis. The GIS Technician II produces maps and graphics as well as extracts and creates reports from data. The GIS Technician primary assists with the completion of CityWorks workorders, adding and removing asset data from the database as required by the work order.

Essential Duties & Responsibilities**GIS Development, Operation, and Maintenance:**

- Provide support to coworkers, helping resolve system-related questions or issues.
- Update NBU's GIS system using paper and/or digital sources, including as-builts provided by Engineering and Operations departments (Electric, Water, and Wastewater).
- Develop expertise in digitizing and geocoding data within utility networks.
- Collaborate closely with utility operations teams to ensure the accuracy of GIS data.

Input and Quality Control of Designer Drawings:

- Work closely with Designer Technicians to maintain data accuracy.
- Perform quality control procedures, such as running traces and generating error reports.
- Update the Work Order Tracking System as needed.
- Address discrepancies between Engineering/Operations data and GIS records in coordination with a supervisor.
- Ensure accurate work order numbering for new developments and correct discrepancies encountered during accounting close-out procedures.

Other Duties and General Responsibilities:

- Print location drawings for utility operations technicians.
- Attend technical classes and research technical documentation.
- Adhere to all NBU safety guidelines and practices, policies, and procedures.
- Maintain a safe work environment and customer service skills.
- Safeguard confidential business, employee, and customer information.
- Exemplify NBU's Core Values of Integrity, Stewardship, Team, and Safety, and support annual performance measures.

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Some College

specific vocational, administrative, or technical

Work Experience Time Frame: One Year or More

nature that may be obtained with six-months/one

Field of Study: GIS/Geography or Related Field

year of advanced study or training

Other: Work requires specific knowledge of a

Certification and Licensures Requirements

A valid Texas Driver's License is required to operate a company vehicle when necessary.

Other Minimum Qualifications

-12 Months experience working with ArcGIS or ArcFM

- 6 Months experience working with a Work Order Management System

- Knowledge of ArcFM, Python, SQL Databases and Utility Data is preferred but not required

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	☐	☒	☐	☐
AutoCAD	☐	☒	☐	☐
Crystal Reports	☒	☐	☐	☐
Microsoft Access	☒	☐	☐	☐
Microsoft Excel	☐	☒	☐	☐
Microsoft Word	☐	☐	☒	☐
Microsoft Publisher	☒	☐	☐	☐
Microsoft PowerPoint	☒	☐	☐	☐

Other Software Knowledge

ESRI suite of GIS Software, Schneider Electric ArcFM, Microsoft SQL, CityWorks, Adobe Acrobat PDF, GPS Software

Experience with Machines, Tools, Equipment and Other Work Aids

Telephone, Scanner, Large Format Scanner, Plotter, Laser Printer, GPS Equipment

Physical Demands

Standing: Occasionally

☐ Making Presentations

☒ Observing Work Sites

☐ Observing Work Duties

☒ Communication with Co-Workers

☒ Computer Keyboard

☐ Telephone Keypad

☐ Calculator

☐ Calibrating Equipment

Walking: Frequently

☒ To Other Departments/Office/Office Equipment

Fine Dexterity: Constantly

☐ Around Worksite

Lifting: Occasionally

- ☒ Supplies
- ☒ Equipment
- ☒ Files

Carrying: Occasionally

- ☒ Supplies
- ☒ Equipment
- ☒ Files

Sitting: Constantly

- ☒ Desk Work
- ☒ Meetings
- ☐ Driving

Reaching: Occasionally

- ☒ For Supplies
- ☒ For Files

Handling: Constantly

- ☒ Paperwork
- ☐ Monies

Kneeling: Occasionally

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Occasionally

- ☒ File Drawers
- ☒ Equipment
- ☐ Table and Chairs
- ☐ Hose

Climbing: Occasionally

- ☒ Stairs
- ☐ Ladder
- ☐ Step Stool
- ☐ Onto Equipment

Other: [Click or tap here to enter text.](#)

Vision: Constantly

- ☒ Reading
- ☒ Computer Screen
- ☐ Driving
- ☐ Observing Worksite

Foot Controls: Never

- ☐ Driving
- ☐ Operating Heavy Equipment
- ☐ Dictaphone

Balancing: Occasionally

- ☐ On Ladder
- ☐ On Equipment
- ☒ On Step Stool

Bending: Occasionally

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground
- ☐ Making Repairs

Crouching: Occasionally

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

Crawling: Never

- ☐ Under Equipment
- ☐ Inside Attics/Pipes/Ditches

Hearing: Constantly

- ☒ Communication Via Telephone/Radio/To Co-Workers/Public
- ☐ Listening to Equipment

Twisting: Occasionally

- ☒ From Computer to Telephone
- ☐ Getting Inside Vehicle

Talking: Constantly

- ☒ Communication Via Telephone/Radio/To-Co-Workers/Public

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	☒	☐	☐	☐	☐	☐
Wetness and/or humidity (bodily discomfort from moisture)	☒	☐	☐	☐	☐	☐
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	☒	☐	☐	☐	☐	☐
Noise and Vibration (sufficient to cause hearing loss)	☒	☐	☐	☐	☐	☐
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	☒	☐	☐	☐	☐	☐

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	☒	☐	☐	☐	☐
Chemical Hazards	☒	☐	☐	☐	☐
Electrical Hazards	☒	☐	☐	☐	☐
Fire Hazards	☒	☐	☐	☐	☐
Explosives	☒	☐	☐	☐	☐
Communicable Diseases	☒	☐	☐	☐	☐
Physical Danger or Abuse	☒	☐	☐	☐	☐

Other: Click or tap here to enter text.

Primary Work Environment: Office Environment

Other: Click or tap here to enter text.

Overall Strength Demands

- ☒ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☐ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☐ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- ☐ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- ☐ Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	☐	☐	☐	☒	☐
Emergency Situations	☐	☒	☐	☐	☐
Frequent Change of Task	☐	☐	☒	☐	☐
Irregular Schedule/Overtime	☐	☒	☐	☐	☐
Performing Multiple Tasks Simultaneously	☐	☐	☐	☒	☐
Working Closely with Others as Part of a Team	☐	☐	☐	☒	☐
Tedious or Exacting Work	☐	☐	☐	☒	☐
Noisy/Distracting Environment	☐	☒	☐	☐	☐

Other: [Click or tap here to enter text.](#)

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date