



POSITION ANNOUNCEMENT

GIS TECHNICIAN – PART TIME

The Forest Preserve District of Will County is accepting resumes for a GIS Technician. This is a permanent part-time position that assists in maintaining the Conservation Department's Geographical Information System (GIS) geodatabases, including creating data, maps, and reports. Secondary duties include assisting with land management, restoration, and research activities listed within annual preserve management schedules.

The GIS Technician position is a permanent part-time position, with a pay rate of \$21.15 per hour. See attached Job Description outlining duties, skills, abilities, training, experience and working conditions or visit ReconnectWithNature.org for more information.

Resumes will be accepted until February 6, 2023.

Application Procedure: Send a cover letter describing interest and a resume to:

Donna Suca, Director of Human Resources
Forest Preserve District of Will County
17540 W. Laraway Road
Joliet, Illinois 60433
815-722-5667 (desk)
815-722-3608 (fax)
Humanresources@fpdwc.org

The Forest Preserve District of Will County does not discriminate against individuals on the basis of race, color, gender, national origin, age, or disability. In offering employment opportunities to the public, the Forest Preserve District will make reasonable modifications to ensure that all people have an equal opportunity. To request this document in large print, audio, or Braille, contact the Director of Marketing and Communications, Sugar Creek Administration Center, 17540 W. Laraway Road, Joliet, IL 60433; comments@fpdwc.org; 815.722.9383 (voice); 800.526.0844 (TDD). Requests should be made at least 48 hours in advance. While the Forest Preserve District of Will County will make every effort to meet requests in a timely fashion, some requests may take longer than others to fulfill. Persons believing that they have been discriminated against by the Forest Preserve District of Will County may file a complaint alleging discrimination with the Forest Preserve District or the Office of Civil Rights, U.S. Department of the Interior, www.doi.gov.

**WILL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

TITLE: GIS TECHNICIAN – PART TIME
DEPARTMENT: CONSERVATION
FLSA STATUS: NON-EXEMPT
LOCATION: SUGAR CREEK ADMINISTRATION CENTER

DATE: JANUARY 2023

BASIC FUNCTION

The GIS Technician assists in maintaining the Conservation Department's Geographical Information System (GIS) geodatabases, including creating data, maps, and reports. Secondary duties include assisting with land management, restoration, and research activities listed within annual preserve management schedules.

ORGANIZATIONAL RELATIONSHIPS

Reports to:

- Restoration Program Coordinator

Supervises:

- None

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist with maintaining the Conservation Department's GIS geodatabases.
2. Assist with customizing ArcGIS Online Field Maps and other applications for data collection by Conservation Department staff.
3. Creating maps and reports for ecological management activities performed by the Conservation Department, including invasive species treatments, prescribed burns, and native seeding.
4. Other duties may include brush and invasive species control, including herbicide applications; native seed collection, processing, and planting; assisting with the Prescribed Fire Program including control line preparation and burn implementation; assisting with research and monitoring projects; and assisting with wildlife management projects.
5. Other duties as assigned by supervisor or director.

KNOWLEDGE, SKILLS AND ABILITIES

1. Familiarity with GIS and associated hardware, software, and peripherals; GPS; databases; and other current technologies, specifically:
 - ArcGIS Desktop 10x and ArcGIS Pro
 - ArcGIS Online including ArcGIS Field Map App
 - File Geodatabases
 - Microsoft Suite with strong skills in Excel and Access
2. Bachelors Degree or currently enrolled in a college program specializing in computer science, geography, geographic information systems is preferred.
3. Exhibit skills in map creation and editing. Skills in relational databases and arcade scripting a plus.
4. Familiarity with ecology, conservation, natural resource management or other related fields is preferred.
5. Previous restoration or land management experience is preferred.

6. Good physical condition with the ability to work outdoors in variable weather conditions and physically capable of lifting and transporting 50 lb. objects over uneven terrain.
7. Have or willing to procure an Illinois Pesticide Operator License. District will provide training if needed.
8. Knowledge of Midwest flora, natural communities, basic ecological principles and natural areas management principles preferred.
9. Have or willing to procure a Chicago Wilderness Midwest Ecological Prescribed Crew Member Certificate or completion of National Wildfire Coordinating Group S130/S190 coursework. District will provide training if needed.
10. Must effectively communicate in written and oral formats.
11. Must possess and maintain a current and valid Motor Vehicle Operator's license.

WORKING ENVIRONMENT AND CONDITIONS

Work environment characteristics described here 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.

1. A mix of extensive computer use and rigorous fieldwork.
2. Active job; while performing the duties of this job the employee is frequently required to stand; walk on uneven terrain; carry, lift and move heavy objects (<50 pounds) or tools; climb hills and stairs; use hands and fingers to manipulate objects, tools or controls; reach with hands and arms; and talk and hear in a sometimes noisy environment.
3. While performing the duties of this job the employee occasionally works near moving parts; works in outside extreme heat or cold weather conditions; is exposed to fumes, airborne particles, smoke and toxic or caustic chemicals and potentially hazardous plants and animals.
4. Specific vision abilities required by the job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
5. The noise level in this job is usually moderate but can be high.

PAY RANGE AND ANNUAL SALARY

Hourly Rate: \$21.15/hour

Schedule: Part-time – Flexible Monday through Friday workdays not exceeding 20 hours average per week over a twelve month period and not more than 940 total hours in any twelve month period. A typical schedule will be agreed upon during the hiring process.

Benefits: No Health or Retirement Benefits.