



Board of Public Utilities

Cheyenne Water and Sewer Departments

2416 Snyder Ave.
Cheyenne, Wyoming 82001
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www.cheyennebopu.org

GIS Technician

Division: Engineering & Water Resources

Position Number: 44101

Revised Date: August 2026

FLSA Status: Non-Exempt

GENERAL PURPOSE:

Under general supervision, performs a variety of professional and technical duties in GIS data maintenance, QA/QC, application maintenance, application security, and analysis. The GIS Technician will have a dynamic role maintaining large complex GIS enterprise databases, configuring mobile and web mapping applications, and provide support in operations and maintenance, asset management, and capital improvement planning.

DISTINGUISHING CHARACTERISTICS:

The GIS Technician is a journey classification. Under general direction from GIS Supervisor and Senior GIS employees to maintain and support leading edge technologies. Ensures compliance with policies and procedures supporting solutions for the organization's divisions, which includes web and mobile applications, cloud computing, database maintenance and security, cartography, application, map, and service configuration, asset management, and GIS analysis.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Keeps the mission, vision and values of the Board of Public Utilities at the forefront of decision making and action; builds strategic and collaborative relationships and interacts with others in a way that builds confidence and trust; provides excellent customer service by taking action to accomplish objectives, maintaining high levels of work and productivity, and generating innovative solutions to work situations.
- Enters, updates, and maintains GIS features and asset information using construction drawings, as-built plans, field data, and other source documents.
- Performs routine quality assurance and quality control of GIS data to ensure the accuracy and integrity of spatial and attribute information.
- Processes construction record updates and assists with maintaining utility infrastructure records within the enterprise GIS and asset management systems.
- Collects and verifies spatial data using GPS equipment and mobile GIS applications.
- Conducts field verification of utility assets and infrastructure as assigned.
- Maintains GPS equipment and assists with setup, calibration, troubleshooting, and inventory.
- Provides basic support to field personnel using mobile GIS applications.
- Produces digital maps, exhibits, and other cartographic products for engineering projects, operations, planning, and regulatory activities.
- Assists in maintaining web maps, web layers, and GIS applications using established standards.
- Responds to GIS data requests and provides technical assistance to internal departments.
- Assists with data preparation, conversion, documentation, and other GIS support activities.
- Participates in departmental projects and performs related duties as assigned.

JOB DESCRIPTION
GIS TECHNICIAN

- Performs other job-related duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Associate's Degree in Geographic Information Systems (GIS), Geography, Engineering Technology, or a closely related field; and one (1) year of GIS, mapping, engineering, surveying, or related technical experience; or an equivalent combination of education and experience.

Required Training, Licenses or Certifications:

- Driver's license valid in Wyoming with good driving record.
- ArcGIS Online and/or Portal for ArcGIS
- ArcGIS Pro

Required Knowledge of:

- Geographic Information Systems (GIS) principles, spatial data, and mapping concepts.
- GIS software, mobile GIS applications, and GPS field data collection methods.
- GIS data editing, quality assurance, and enterprise geodatabase concepts.
- Utility infrastructure mapping and construction drawing interpretation (preferred).
- Basic principles of water, wastewater, reuse, and related utility systems (preferred).
- Standard office software and database applications.

Required Skill in:

- Entering, editing, and maintaining accurate GIS data.
- Collecting field data using GPS equipment and mobile GIS applications.
- Producing maps and other GIS products using established standards.
- Reading and interpreting construction drawings and as-built records.
- Organizing work, maintaining accurate records, and managing multiple assignments.
- Communicating effectively with staff, contractors, and the public.
- Learning new GIS technologies, software, and procedures.
- Working independently on assigned tasks while contributing effectively as a member of a team.

Working Conditions:

Work Environment:

Work is performed approximately 80% of the time in a standard office environment and 20% outdoors with exposure to all weather conditions (hot, cold, wet, humid and windy); occasional exposure to construction sites, active traffic, and utility infrastructure environments.

Physical Demands:

Light to moderate physical work requiring ability to stand 20%, walk 40%, and sit 40% of work time during field assignments; standard office physical demands apply during office work; ability to lift, carry, push, and pull objects weighing up to 35 pounds; specific vision abilities required include close vision, distance vision, and ability to adjust focus; constantly required to use hands and fingers to operate a computer, GPS equipment, and related devices; hearing and speech needed to maintain communication with field crews and division staff; occasionally required to climb, balance, stoop, kneel, and crouch during field data collection activities.