



**NOTICE OF JOB OPENING**

**GIS TECHNICIAN  
(Internal and External)**

**Opening Date: April 5, 2021**

**Closing Date: April 19, 2021 or Until Filled**

**Classification:** Grade 8, Non-Exempt (\$24.58 per hour -entry)

**Summary of Job Duties and Responsibilities** operates GIS, database, CAD and associated software; creates and maintains GIS and related data; operates, tests, monitors and documents GIS equipment, software, and custom applications; analyzes, monitors and updates system; authors and plots maps, plans and other presentation ready exhibits; scans and/or files maps, plans, as-builts and other related documents and enters linked data; performs other essential duties as assigned.

**Knowledge, Skills, and Abilities:**

- Knowledge of ESRI’s ArcGIS Desktop and Extensions.
- Knowledge of ESRI’s geodatabase.
- Knowledge of land record mapping principles and methods.
- Knowledge of map design and cartographic principles and techniques.
- Knowledge of geoprocessing and spatial analysis.
- Knowledge of topology and geometric networks.
- Knowledge of GIS automation and scripting.
- Knowledge of structured query language.
- Knowledge of relational databases.
- Knowledge of AutoCAD Map 3-D.
- Knowledge of computer aided drafting techniques.
- Knowledge of methods and techniques used to research as-built drawing and other engineering records.
- Knowledge of GPS data collection issues.
- Knowledge of computer hardware and peripherals.
- Ability to edit data in ArcGIS Desktop.
- Ability to enter data into MS Excel and MS Access.
- Ability to use basic functions of AutoCAD.
- Ability to author or prepare presentation quality maps, reports and other graphics.
- Ability to read and interpret civil engineering maps and drawings.
- Ability to effectively communicate orally and in writing.
- Ability to read and interpret plans, legal descriptions and land records.
- Ability to work independently.
- Ability to research solutions to problems via internet search engines, and software support databases.
- Ability to plan and manage work.
- Ability to maintain accurate records and compile reports.
- Ability to follow directions and pay attention to detail.
- Ability to complete work with minimal supervision.
- Ability to extract information from records (written, computerized, and/or orally).
- Ability to coordinate work with others within and outside the utility.
- Ability to deal with customer complaints, inquiries, and angry customers effectively.
- Ability to lift 25 lbs.
- Ability to sit and visually look at a computer screen for extended periods.
- Ability to use a computer keyboard and mouse for extended periods.
- Skilled in ESRI’s ArcGIS Desktop Software.
- Skilled in the use of Microsoft Word and Excel.
- Skilled in the use of large format plotters and scanners.
- Skilled in the use of Windows based computers and peripherals.

**Minimum Qualifications**

High School diploma or G.E.D.; plus, two (2) years of post-high school education in geographic information systems or related field; plus, two (2) years of work experience utilizing ESRI’s ArcGIS Desktop software in a Windows client/server environment.

**Special Requirements**

- Must be 21 years old or older.
- Must have a valid Arkansas driver’s license.
- Must have a good driving record.

**Work Conditions**

Works in a heated and cooled typical office environment. Occasional outdoor assignments.

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All interested employees of Central Arkansas Water are encouraged to apply and should complete a Request for Transfer/Promotion Form, available from Human Resources to be considered for this position. Interested outside candidates may apply beginning on **Monday, April 5, 2021 during the hours of 7:30 a.m. to 4:30 p.m., Central Arkansas Water, 221 East Capitol Ave, Little Rock.** You may acquire the application packet from CAW's internet web site.

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**All forms, including resume, must be completed, and returned to Human Resources by 4:30 p.m. on Monday, April 19, 2021 or until filled to be considered for the position.**

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Central Arkansas Water is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices, or any other activities, on the basis of race, color, religion, sex, national origin, age, disability, veteran's status, sexual orientation, gender identity, genetic information, political opinions or affiliation, or any other status protected by law.

**[www.carkw.com](http://www.carkw.com)**

**We support diversity and inclusion in our workplace.**

## Diversity Outreach Survey

The purpose of this survey is to assist Central Arkansas Water in determining if we are adequately advertising job openings. This information is being collected and reviewed by our diversity team. Completing this form is voluntary and your answers will not be viewed by the hiring staff.

**Please do not write your name on this survey form.**

Job Title

GIS Technician

1. How did you hear about this job opening?

- Arkansas Democrat/Gazette Newspaper
- Central Arkansas Water - Website
- Central Arkansas Water - Job Line
- Department of Workforce Education
- Social Networks - Please Name \_\_\_\_\_
- Other - Please Name \_\_\_\_\_

2. Please place a mark by the answer that best describes your race or ethnic group.  
(Per U.S. Census Classifications)

- Asian
- American Indian or Alaska Native
- Black, African American
- Hispanic, Latino or Spanish
- White
- Other - Please Name \_\_\_\_\_

3. What is your gender?  Male  Female

**Thank you for completing this survey.**

Check here and return if you do not wish to participate in this survey.

**This survey is NOT a part of your official application for employment. It will not be used for interview purposes or in any hiring decision. The information will be filed separately from your application for employment.**



# APPLICATION FOR EMPLOYMENT CENTRAL ARKANSAS WATER

An incomplete or illegible application may jeopardize your opportunity for employment. Because eligibility to compete for positions is based on a review of your application and since only information provided will be evaluated, be certain that you complete all items as fully and accurately as possible.

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
LAST FIRST MIDDLE

STREET ADDRESS \_\_\_\_\_ HOME PHONE \_\_\_\_\_

\_\_\_\_\_  
CITY STATE ZIP

BUSINESS PHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_

ARE YOU A CITIZEN OF THE UNITED STATES OR ARE YOU LAWFULLY ELIGIBLE TO BECOME EMPLOYED IN THE U.S.?

YES  NO (Proof of U.S. citizenship or immigration status will be required if employed)

POSITION YOU ARE APPLYING FOR \_\_\_\_\_

TYPE OF EMPLOYMENT DESIRED:  FULL-TIME  TEMPORARY  SUMMER  PART TIME

DATE AVAILABLE \_\_\_\_\_

WHERE DID YOU HEAR ABOUT THIS OPENING?  NEWSPAPER  JOB LINE  EMPLOYEE REFERRAL  OTHER \_\_\_\_\_

**\*\*\*LIST PREVIOUS EMPLOYMENT, BEGINNING WITH THE LAST\*\*\***

FROM DATE (Mo/ Yr)	TO DATE (Mo/ Yr)	NAME AND LOCATION OF EMPLOYER	SUPERVISOR	YOUR JOB	REASON FOR LEAVING	FULL OR PART TIME

TYPE SCHOOL	NAME & ADDRESS	GRADUATED?	PRIMARY COURSES OF STUDY	
HIGH SCHOOL	XXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXX	
BUSINESS OR TRADE SCHOOL				
COLLEGE			Major:	Degree:
			Minor:	
GRADUATE SCHOOL			Degree:	
CORRESPONDENCE COURSES OR SPECIAL TRAINING				

Excluding those which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status, list any professional, trade, business or civic organizations with which you are associated:

\_\_\_\_\_

\_\_\_\_\_

List professional, business or trade licenses held, awards or special recognitions received:

\_\_\_\_\_

\_\_\_\_\_

LIST THREE WORK-RELATED REFERENCES:

NAME	OCCUPATION	EMPLOYER	PHONE #	ASSOCIATION <small>(Peer vs. supervisor)</small>

Have you previously been interviewed for a position with Central Arkansas Water? If yes, provide positions and dates:

Have you ever been employed by Central Arkansas Water? If yes, provide position, dates, and reason for leaving:

\* Do you understand the physical and mental requirements of the job for which you are applying?  Yes  No

\* Are you able to fully and completely perform all functions, duties and responsibilities of the particular job for which you are applying with or without an accommodation?

Yes  No If no, please provide an explanation: \_\_\_\_\_

\* **The Americans With Disabilities Act of 1990 prohibits discrimination against a qualified individual with a disability.**

Central Arkansas Water embraces a diverse and inclusive environment. As an Equal Opportunity Employer, all applicants who meet the stated qualifications will be considered for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status. CAW is also committed to compliance with all fair employment practices.

• I, \_\_\_\_\_, understand and voluntarily agree that Central Arkansas Water (or an investigative bureau of your choice) may check any references or other information provided on this application form by me. Further, I hereby give consent to any and all current and prior employers of mine, or educational institutions I have attended, to provide information to Central Arkansas Water with regard to my employment with current or prior employers or my educational background. I understand and accept that your employment decision may be based upon information furnished by me or obtained through the verification process. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I authorize you to make copies of documents related to my employment, which shall have the same effect as the originals.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

- I understand and agree that if I am offered and accept a position with the Central Arkansas Water, that the position is not for a specific period of time, and I agree that I will be an employee at will and this arrangement can be terminated at any time by myself or Central Arkansas Water, with or without notice.
- If employed by Central Arkansas Water, I agree to abide by its rules and regulations.
- I understand and agree to examinations and testing, including a pre-employment physical, criminal background check, and drug screening, considered necessary by Central Arkansas Water at any time, at the option of the Utility and at no personal expense to me. I authorize the examining physician or organization to disclose to Central Arkansas Water or its representatives the results of such examinations, tests, or background information. I understand Central Arkansas Water will limit such information only to those individuals who have a need to be informed of such.
- I understand that, unless I am notified by Central Arkansas Water otherwise, this application will be considered only for the position I designated on this application form. I understand that in order to be considered for other available positions with Central Arkansas Water, I will need to complete a separate application for each position.

I hereby affirm that my answers to the foregoing questions are true and correct, and I understand that misrepresentation or omission of facts called for in this application may be cause for disqualification for consideration of the position, or if employed by Central Arkansas Water, immediate dismissal without notice.

Signature of Applicant

Date



## EQUAL OPPORTUNITY EMPLOYER

221 East Capitol Avenue \* PHONE (501) 377-1251 \* LITTLE ROCK, AR 72202

**EMPLOYMENT REFERENCE CONSENT AND RELEASE**

APPLICANT NAME: \_\_\_\_\_

I, \_\_\_\_\_, HEREBY GIVE CONSENT TO ANY AND ALL PRIOR EMPLOYERS OF MINE, OR MY CURRENT EMPLOYER, TO PROVIDE THE INFORMATION BELOW WITH REGARD TO MY EMPLOYMENT WITH THE PRIOR OR CURRENT EMPLOYERS TO CENTRAL ARKANSAS WATER.

This consent is valid for a period of six (6) months from the date indicated below. A copy of this form shall serve as an original.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**STOP HERE**

**Instructions to Current/Former Employer**

The individual named above has applied for employment with Central Arkansas Water. Please respond candidly to the requests for information listed below and return your written responses via either facsimile or U.S. Mail. This Consent and Release is intended to comply with Arkansas Act 1474 of 1999, an Act to provide current and former business employers with protection for providing job information about current or former employees to prospective employers.

PLEASE RETURN THE INFORMATION TO:

**Human Resources Director  
Central Arkansas Water  
P. O. Box 1789  
Little Rock, AR 72203                      Fax- 501- 377-7051**

Date and duration of employment: \_\_\_\_\_

Current or last rate of pay and wage history: \_\_\_\_\_

Current or last job description and duties: \_\_\_\_\_

The details of the applicant's last written performance evaluation prepared prior to the date the applicant signed this consent (See date above): \_\_\_\_\_

Attendance history: (Excluding any qualifying leave under FMLA) \_\_\_\_\_

Results of drug and/or alcohol tests administered within the last year: \_\_\_\_\_

Details of any threats of violence, harassing acts, or threatening behavior related in any way to the workplace or directed at another employee: \_\_\_\_\_

Was his/her separation from employment     voluntary     involuntary?

What was the reason for the applicant's separation from employment?  
\_\_\_\_\_

Is the applicant eligible for rehire?     Yes     No                      Is this a blanket company policy?     Yes     No

Printed Name and Title of Employer Representative Providing Information \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Phone Number \_\_\_\_\_



TRAFFIC VIOLATION QUESTIONNAIRE AND RELEASE
CENTRAL ARKANSAS WATER

List all moving traffic violations you have been charged with in the past three (3) years:

None See Below

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- \* I understand that the position I am applying for requires the successful applicant to drive a Utility owned vehicle as a normal part of the job requirements.
\* I understand that Central Arkansas Water will investigate the driving record of all applicant finalists and that information received regarding such will be considered in the selection of the successful applicant.
\* I understand that it is the policy of Central Arkansas Water to require all employees with such responsibilities to maintain a valid driver's license appropriate to the type of vehicle to be driven and to maintain a good driving record free of multiple minor offenses and any major driving offenses.
\* I understand that employees of Central Arkansas Water are subject to on-going investigations of their driving records at the discretion of the Utility and/or the Utility's insurance carrier.
\* I understand that if an employee required to drive a Utility vehicle as a normal part of his/her job has his/her driver's license restricted, suspended or revoked and he/she is no longer legally able to drive, the employee may be subject to reduction in job status and pay grade or may be terminated for failing to meet the minimum job requirements.

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I hereby affirm that my answers to the foregoing questions regarding my traffic violation history and the Traffic Violation Release Form below are true and correct. I also affirm that I have read and understand the conditions and requirements regarding positions with the Central Arkansas Water that require driving a Utility vehicle. I further understand that misrepresentation or omission of facts called for on this questionnaire may be cause for disqualification from consideration for the position applied for or, if employed by Central Arkansas Water, immediate dismissal without notice.

Signature of Applicant Date

(CAWTRAFFIC 7/01)

TRAFFIC VIOLATION RELEASE FORM
CENTRAL ARKANSAS WATER

I, do hereby authorize any state's Office of Driver Services to release my traffic violation record to Central Arkansas Water. This release shall remain in full force and effect until written notice of withdrawal is filed by me.

Arkansas Driver's License #

Have you had a driver's license in any other state within the past 3 years? Yes No

If Yes, list all states and license numbers you have had in the past 3 years below:

Driver's License # State

Driver's License # State

Signature Date



## CENTRAL ARKANSAS WATER

### EMPLOYEE BENEFITS INFORMATION

(Full time employees only)

Holidays - Eleven paid holidays each calendar year; immediate eligibility for new employees.

PTO (Paid Time Off) - PTO time is accrued on a bi-weekly basis during the current year. Accrual is 6.16 hours of PTO per pay period (20 days annualized) for employees with up to 3 years of service. Accrual amount increases based on years of service, to a maximum accrual of 32 days. New employees have a 90 day waiting period before accrual begins, with accrual retroactive to date of hire.

Medical Insurance—Two plans offered. One plan is paid 100% by the employer for employee coverage. Other plan is paid at 95% by the employer for employee coverage; dependent coverage (if elected) is paid 60% by employer and 40% by employee. Eligible for coverage the first of the month following 60 day waiting period.

Dental Insurance—Employee coverage is paid 100% by the employer; dependent coverage (if elected) is paid 100% by employee. Eligible for coverage the first of the month following 60 day waiting period.

Health Savings Account—Central Arkansas Water contributes to an HSA for those employees in the high deductible plan based on the employee's medical coverage tier. Employees may also make voluntary pre-tax contributions. Eligible for coverage the first of the month following 60 day waiting period.

Flexible Spending Account—Employees receive the benefits of pre-tax deduction of eligible insurance premiums. Employees may also make voluntary pre-tax contributions to a medical or dependent care spending account. Eligible for coverage the first of the month following 60 day waiting period.

Life Insurance—Employee coverage is paid 100% by the employer and life insurance provided is one times annual salary with a minimum of \$50,000 (up to a maximum of \$200,000). Eligible for coverage the first of the month following 60 day waiting period.

Accidental Death & Dismemberment Insurance—Employee coverage is paid 100% by the employer and AD&D provided is one times annual salary, with a minimum of \$50,000 (up to a maximum of \$200,000). Eligible for coverage the first of the month following 60 day waiting period.

Long Term Disability – Pays 60% of employee's salary (\$8,000 monthly maximum) after 6 months of disability. Coverage paid 100% by employer. Eligible for coverage the first of the month following 60 day waiting period.

Retirement Plan - Member of Arkansas Public Employees Retirement System (APERS). Contributions are 5% of employee's biweekly salary taken on a pre-tax basis. Participation begins immediately upon employment.

401A Investment Plan—Retirement savings plan in which employees contribute 1% of bi-weekly earnings, with employer match. Participation begins after 90 days.

Tuition Reimbursement— 100% of tuition is paid by employer for grade "C" or better, subject to utility guidelines.

Employee Assistance Program—Offers counseling, consultation, crisis support, and resources at no cost to employee.

### VOLUNTARY BENEFITS

- Vision Insurance
- Short Term Disability
- Additional life insurance for employee and dependents
- Accident Insurance
- Critical Health Events Insurance
- Hospital Staypay
- Universal Life with Long Term Care rider
- Identity Theft Protection
- 457 Deferred Compensation Plan



## YOU MUST HAVE A “GOOD” DRIVING RECORD FOR THIS JOB

A “**good**” driving record is based on the last three (3) years of driving.

Types of items which may cause not having a “**good**” driving record.

(Remember this is over the last **three (3)** years)

1. Three (3) or more accidents where you were ticketed.
2. **DWI** (driving under the influence of drugs or alcohol.
3. Excessive speeding tickets (20 mph over the limit) along with any other tickets or violations.
4. Hit and Run - leaving scene of accident.
5. Ticketed for Reckless, Negligent, or Careless driving along with any other tickets or violations.

We can not hire people who do not have a “**good**” driving record when the job requires a “**good**” driving record.