



## NOTICE OF JOB OPENING

### GIS TECHNICIAN

#### Internal and External

**Classification:** Grade 8, Non-exempt (\$28.87 hourly)

**Summary of Job Duties and Responsibilities** The Geographic Information System (GIS) TECHNICIAN 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 computers 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.

#### **Preferred Qualifications**

Bachelor's Degree in Geography, Geographic Information Systems (GIS), Computer Science or related field; experience mapping land records using coordinate geometry (COGO); knowledge of a water distribution system; knowledge of ArcGIS Server; experience with ArcGIS Model Builder and/or scripting languages such as Python, VBA or java script; knowledge of programming languages such as Arc Objects, Visual Basic .NET, C#, flex or java.

#### **Special Requirements**

- Must be 21 years old or older.
- Must have a valid Arkansas Driver's License.
- Must have and maintain a good driving record (see Good Driving Record definition).

#### **Work Conditions**

Works in a heated and cooled typical office environment.

The above describes the general content and requirements for this job. It is not intended to be an all-inclusive list of duties, responsibilities, or requirements.

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**How to Apply**

- o Complete the internal application form attached to this posting.
- o Send your completed application form and optional resume to [careers@carkw.com](mailto:careers@carkw.com).
- o In the email subject line, please include your full name and the position you are applying for.

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Central Arkansas Water is an equal opportunity employer that does not discriminate in its employment practices.

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



# 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 \_\_\_\_\_ SALARY REQUIREMENTS \$ \_\_\_\_\_

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	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
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 (Peer vs. supervisor)

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.**

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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.  
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• 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





## ADDITIONAL INFORMATION FOR APPLICANTS

### **GOOD DRIVING RECORD:**

You must have and maintain a Good Driving Record for this job. CAW's definition of a good driving record is based on the last three (3) years of driving.

Types of items which may cause an individual **NOT** to have a **good** driving record may include, but are not limited to the following over the **previous three (3) years**:

1. Three (3) or more accidents where you were ticketed.
2. **DUI** (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 the scene of an accident.
5. Ticketed for Reckless, Negligent, or Careless driving along with any other tickets or violations.

We **cannot** hire people who **do not** have a **Good Driving Record** when the job requires a Good Driving Record.

### **SAFETY SENSITIVE INFORMATION**

CAW has a vital interest in providing for the safety and well-being of all employees and the public while maintaining efficiency and productivity in all its operations. In fulfillment of its responsibilities, CAW is committed to maintaining a drug-free and alcohol-free workplace, including but not limited to the use of Illegal Drugs and the misuse or illegal use of Legal Drugs. Several CAW positions are designated as Safety Sensitive. Posting Notices will state, "Safety Sensitive: YES" and the following information will be included within the job description:

This is a safety sensitive position due to utility driving requirements or job responsibilities which include safety-sensitive tasks that require performing duties fraught with risk of injury to others where even a momentary lapse of attention may have grave and disastrous consequences.

Individuals applying for a Safety Sensitive position will be required to pass a pre-employment drug screening and be subject to DOT or NonDOT random screening requirements for drug and alcohol screening during employment.

An internal or external applicant for a Safety-Sensitive Position who is issued by the State of Arkansas a Registry Identification Card must disclose such use upon his or her submittal to CAW of an application for the position. An applicant with a Registry Identification Card will be disqualified from a Safety-Sensitive Position but will be considered eligible to apply for an available position that is not a Safety-Sensitive Position.

## EMPLOYEE BENEFITS INFORMATION (Full Time Employees Only)



### Compensation

- Competitive Compensation
- Generous Paid-Time off, Paid Holidays, Discretionary Time, Overtime for non-exempt staff
- Pension Plan (APERS)
- Deferred Compensation Plan
- Saving Plan
- Utility-Paid Life Insurance
- Short-Term Disability and Additional Life Insurance Coverage options
- Utility-Paid Long-Term Disability
- Accident, Critical Illness, Hospital Stay Pay and Identity Theft coverage options
- Credit union membership
- Uniforms provided (as required by position)
- Annual Work Boot Allowance (as required by position)
- Public Student Loan Forgiveness Eligible Employer
- Generous Retiree Benefits
- Performance Evaluation six months after hire and after twelve months. Each evaluation has the opportunity for a merit increase. Annual evaluations thereafter with the opportunity for merit increase.
- Annual Pay Plan increase (as approved by CAW's Board of Commissioners)



### Health & Wellbeing

- Utility-subsidized individual and family health care coverage options with Rx Plan
  - PPO – 96% employee premium paid by Utility
  - HDHP- 100% employee premium paid by Utility
- HSA – Utility funded based on HDHP coverage option
- FSA
  - Medical
  - Dependent Care
- Dental – 100% employee premium paid
- Vision
- EAP – Utility-paid
- Remote Work (position eligibility applies)
- Paid Family Bereavement Leave, Emergency Leave, Military Leave, COVID vaccine time, Blood donation, Jury Duty
- Utility Paid Rehabilitation for Drug or Alcohol Abuse
- Special Interest Employee Committees
- Various Employee Recognition Programs
- Compressed Work Schedule (available for most positions)
- HIVIP (High-Performing, Innovative, Values-Driven, Informs and Passionate) culture
- Safety Program



### Professional Development

- 100% Tuition Reimbursement
- Utility support for industry licenses
- Utility-paid professional memberships
- In-house training and development program CAWU
- Employee Perks and Discounts (automotive, banking, cellular, dining, education, fitness, home improvement, office supply and misc.)
- Financial Planning
- Internal Promotion Opportunities
- Employee-led, Executive sponsored, Diversity, Equity and Inclusion Team and Initiatives



### Community

CAW takes our commitment to be involved seriously. Our team members can always be found in a neighborhood, at a community event, fundraiser or educational initiative promoting quality of life, exceptional service and science, technology, engineering, and mathematics (STEM) education.