



VILLAGE OF SOUTH HOLLAND

Geographic Information Systems (GIS)/Work & Asset Management Employment Opportunity

The Village of South Holland, Illinois, a leading suburb located 25 miles south of downtown Chicago with a population of approximately 22,000, is seeking a **GIS/Work and Asset Management Administrator** with its Public Works Department.

Position: GIS/Work and Asset Management Administrator

Department: Public Works

Essential Function:

Under the general direction of the Director of Public Works, an employee in this class perform a variety of skilled technical work related to the development, maintenance and administration of the GIS / Work and Asset Management System for Village Assets. An employee in this class is responsible for the use of data to make informed decisions related to maintenance and replacement of critical and expensive infrastructure to optimize performance, minimize costs, and make appropriate investments to meet all current and future needs. The employee will lead a team tasked to plan, develop, implement and maintain the Village's Asset Management Program. Implementation will be strategic and focused the Public Works Department including utilities. Independent judgment and initiative are exercised within established system structure and standards. Work involves public contact and requires tact and courtesy, and teamwork to accomplish the duties. Accuracy and attention to detail in entering data are critical in performing the work.

Requirements:

- Must have at least five years of professional experience in infrastructure management performing planning, design, and construction;
- Must have experience in Computerized Maintenance Management Systems (CMMS), database management, and familiar with GIS, but proficient in ARCGIS Pro software tools, SCADA and GPS systems;
- Experience with asset management, utilities, and facilities maintenance;
- Experience managing project teams in a consulting, municipal or public works environment;
- Experience with Esri's ArcGIS software platform, proficient in **ARCGIS Pro, ArcGIS Enterprise, ArcGIS Online.**
- Experience using Esri's ArcGIS Solutions and field mobility applications such as ArcGIS Field Maps, ArcGIS Survey123, and ArcGIS QuickCapture.
- Implementation experience with on-premise and cloud-based servers, multi-user databases and database design techniques and best practices;
- Experience with Enterprise Asset Management Systems such as Cityworks, Maximo, Cartegraph, etc.;

A successful candidate must assist in moving the Village forward through modeling behavior that is consistent with our Good to Great leadership philosophy, and the overall mission and

vision as public servants; demonstrate behavior that is consistent with the characteristics of a Servant Leader; have the ability to interact effectively with the public, department leadership, fellow employees and village officials; preserve the integrity of our organization by making decisions that are in the best interests of the organization; and perform all job duties in compliance with the rules and regulations of the Village of South Holland with high ethical standards and behaviors.

Starting Salary Rate: \$66,000 to 78,540 per year, depending on experience.

The Village of South Holland offers an excellent benefits package including medical insurance, paid vacation and sick leave, with participation in the Illinois Municipal Retirement fund system.

Employment applications are available online at SouthHolland.org

Completed applications must be submitted to Employment@SouthHolland.org by March 31, 2022

EOE