



# East Pennsboro Township

## Job Vacancy Announcement

**Job Title:** MS4 / GIS Coordinator

**Department:** Administration

**Hourly Wage:**

**Classification:** Full-Time Non-Exempt

**Reports to:**

**Shifts:** Mon-Fri 7:00am-3:00pm

Alternate 8:00am-4:00pm

**\*This position is subject to a probationary period for new Township hires which effects compensation amounts, benefits, and mandatory duties. For details please see HR.**

The role of the MS4 / GIS Coordinator is to perform activities associated with MS4 (Municipal Separate Storm Sewer System) & CBPRP (Chesapeake Bay Pollutant Reduction Program) compliance, GIS maintenance and updates, stormwater fee implementation and other duties as described below.

### Essential Duties & Responsibilities

- Create maps and presentations as needed by the Township's MS4 program.
- Maintain and update the stormwater database and online CSDatum GIS layer software.
- May include performing field surveys of stormwater structures as required by the PAG-13 stormwater permit.
- May include reaching out to various property owners to coordinate best management practice (BMP) compliance.
- Attend monthly Township Authority meetings to present information, as necessary.
- Assist other Township departments in the creation of media requiring GIS manipulation.
- Perform other duties as required.

\*\*The duties listed above are illustrations of the types of work that may be performed in the position. Omission of specific statements of duties does not provide an exclusion if the work performed is similar, related, or a logical assignment to the position. The job description may be subject to change by the employer as the needs of the employer and/or requirements of the job change.

### Required Skills and Qualifications:

- Ability to maintain a professional demeanor in spite of confrontational atmosphere.
- Willingness to conduct light outdoor observation and inspection activities in reasonable weather.
- Familiar with industry-standard GIS editing software and functionality.
- Familiar with or able to quickly learn the Township's GIS software (ex. CSDatum, ArcGIS, QGIS).
- Ability to effectively communicate, both orally and in writing.
- Ability to maintain harmonious and effective working relationships with employees, elected officials and the general public.
- Computer literate and possess knowledge of Microsoft Office suite. (Word, Excel, Outlook, etc.)
- Education: High School Diploma, GED minimum.
- A valid Pennsylvania Driver's License, Class C, or equivalent.
- *GISP GIS Certification or equivalent certificate program is desirable.*
- *Experience with MS4 stormwater concepts is desirable.*
- *Must complete NIMS ICS 100, 200, 700 & 800 emergency management training within 1 year of hire.*



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**Submission Deadline: March 31<sup>st</sup>, 2020**

**Contact:**

[employment@eastpennsboro.net](mailto:employment@eastpennsboro.net)

717-732-0711 x1203

**East Pennsboro Township**

**Attn: Employment**

**98 South Enola Drive**

**Enola, PA 17025**