

Internal Transfer Opportunity			
JOB TITLE	Geographic Information Systems (GIS) Specialist II		
CLASS CODE	3E21	PREPARED BY	PWD HR
DATE LISTED	4/19/21	CLOSING DATE	Until filled by transfer or appointment
JOB LOCATION	Jefferson Tower, 1101 Market St, 4 <sup>th</sup> Floor	Number of Positions	1
DIVISION/ UNIT	GSI Unit	REPORTS TO	Beth Anne Lutes
POSITION DETAILS			
UNIT OVERVIEW	<p>The Green Stormwater Infrastructure (GSI) Implementation Unit's mission is to effectively develop and grow an integrated infrastructure resilience program to ensure ongoing regulatory compliance. The primary goals of the GSI Unit are to:</p> <ol style="list-style-type: none"> <li>1. Work with those who have an interest in both public and private land to maximize opportunities for green stormwater infrastructure improvements.</li> <li>2. Accelerate and improve the planning, design, installation, and verification of green stormwater infrastructure systems to keep pace with the increasing rates required to maintain compliance.</li> <li>3. Develop and execute new programs and partnerships to advance opportunities to integrate infrastructure resilience into the work of this and other departments.</li> </ol>		
POSITION OVERVIEW	<p>The available position is within the Stormwater Billing and Incentives team. All properties in the City of Philadelphia are charged for stormwater management services based on the property's area and characteristics. Residential properties receive a uniform monthly charge. Non-residential and Condominium properties are charged based on property-specific measurements of property and the amount of impervious area. The Stormwater Billing team is responsible for maintenance and quality assurance of key GIS datasets associated with parcel-based stormwater billing, administering the Stormwater Appeals Program, Stormwater Customer Assistance Program (CAP), and Stormwater Garden Discounts Program.</p>		
DUTIES AND RESPONSIBILITIES	<p>The selected candidate will join the Stormwater Billing team and will work closely with the Incentives team to maintain the parcel-based billing system. The candidate will primarily be editing GIS data versioned SDE in a SQL Server environment. Experience with SQL Server, python, or other programming languages is preferred. The position involves working with other PWD units, other City departments, and external customers to identify and resolve data and billing issues. Some example tasks include:</p> <ul style="list-style-type: none"> <li>• Review and update parcel boundaries and impervious area as needed</li> <li>• Process stormwater appeals, CAP applications, and community gardens applications</li> <li>• Confirm the accuracy of geocoding results</li> <li>• Coordinate with the Water Revenue Bureau to correct billing errors</li> <li>• Analyze billing data and process data requests</li> </ul>		
DIRECT REPORTS Y/N	N		

PWD employees interested in internal transfer opportunities must have permanent status in the title advertised above. If you are interested in being considered for this internal transfer opportunity please email your resume to Beth Anne Lutes, Stormwater Billing and Incentives Manager, at [elizabeth.lutes@phila.gov](mailto:elizabeth.lutes@phila.gov) and Oneather Kent-Fulton, HR Manager [Oneather.kent-fulton@phila.gov](mailto:Oneather.kent-fulton@phila.gov)