



Job Description

Date: April 17, 2019

Title: GIS Specialist

Pay Category: Hourly (part-time or full-time)

Division: Horizon Environmental Services, Inc.

Location: Austin, Texas

Summary: Horizon Environmental Services, Inc. is seeking a part-time or full-time GIS Specialist to prepare technical report exhibits related to environmental assessment and permitting efforts. This position is expected to range from 20-40 hours per week and may include Horizon's full-time benefits package. Horizon, a subsidiary of LJA Engineering, is an ecological and cultural resources management firm based in Austin, Texas, with more than 30 years of experience assisting clients in both the private and public sectors.

General Responsibilities:

- Prepare technical report exhibits and field maps using ArcGIS software with data provided by agencies, clients, and project staff;
- Process, create, and maintain GPS data;
- Import, export, georeference, convert, and utilize data in various formats including .shp, .dwg, .kmz, .jpeg, and .pdf;
- Provide map and data source citations for exhibits and technical reports according to adopted company format;
- Work with project managers, technical staff, and editors to prepare effective presentations for clients and reviewing agencies.

Minimum Qualifications

Qualified applicants will minimally possess the following:

- Bachelor's degree in, or 60+ hours credit toward, a degree in Geography, Environmental Science, or a related field;
- Intermediate to advanced proficiency in ArcGIS and Adobe Acrobat software;
- Ability to read and interpret maps, imagery, and graphics;
- General knowledge/understanding of map coordinates and georeferencing;
- Proficiency in use of Windows for PC as well as MS Office applications (Word, Outlook, and Excel);
- Ability to attend work on a regular schedule at Horizon's office in Austin, Texas
- Ability to pass a pre-hire drug/alcohol screening;
- Ability to work unsupervised as well as be a productive and enthusiastic part of a team.

Preferred Qualifications

Candidates possessing any of the following additional qualifications will be highly considered:

- Experience with and ability to work in AutoCAD;
- Experience preparing technical exhibits in a consulting firm environment (environmental, engineering, etc.);
- Experience working with agency data such as USGS topo maps, FEMA flood hazard maps and data, USFWS National Wetland Inventory maps and IPaC System, Appraisal District parcel data, City of Austin Development Web Map viewer, etc.
- Familiarity with environmental regulations such as those concerning wetlands and jurisdictional "waters of the US," threatened/endangered species, cultural resources, and general NEPA compliance;
- Experience preparing/editing graphics in Adobe Illustrator for use in other formats/applications;
- Experience editing/managing commercial websites;
- Technical report editing skills:
 - Intermediate to advanced proficiency in MS Word 2013 and Adobe Acrobat;
 - Advanced knowledge/understanding of grammar, spelling, and punctuation;



- Ability to detect errors in consistency of material;
- Document formatting with attention to detail;
- Experience editing technical documents.

To Apply for this Position

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