



8310 W Ustick Rd., STE 300
Boise, ID 83704
(208) 342-1585
(800) 342-1585
www.digline.com

TITLE: Database Technician

COMPANY: DIGLINE, INC.

REPORTS TO: Manager & Database Coordinator

WORK SCHEDULE: Varied schedule between 6 a.m. and 7 p.m.,
Monday through Friday,
40 hours/week – occasional evening hours

EXEMPTION STATUS: Hourly – Non-Exempt

WAGE: Dependent on experience and education

SUMMARY OF DUTIES AND RESPONSIBILITIES:

Primary duties and responsibilities involve supporting the maintenance of Digline’s street centerline files and Digline members’ notification areas used within one-number notification software. This includes updating county parcel layers and address changes. Responsible for all duties as listed for a Damage Prevention Specialist (DPS) and the ability to support DPS’s with one-number notification software.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Review and apply Digline member-initiated map updates
- Provide members with online or onsite training for mapping updates
- Assist in the maintenance of county parcel layers based on DPS comments, street centerline data, new plats and change-of-address notifications from counties and cities
- Assist with updates to the Street layers and Member Notification Areas in the database
- Communicate database and DPS activity to Database Coordinator on a regular basis, including but not limited to regular meetings and/or written reports
- Perform DPS duties on a part-time and/or as-needed basis
- Maintain updates to Company website

ADMINISTRATIVE DUTIES AND RESPONSIBILITIES:

- Coordinate database maintenance
- Support in-house database applications, analysis work, and special projects as requested
- Support and use of queries and reporting functions for administrative purposes

EDUCATION & WORK EXPERIENCE:

- High School Diploma
- College Degree (preferred)
- Classroom or other experience with ArcGIS, QGIS and/or MapInfo (preferred)
- Satisfactory completion of DPS training to handle calls and web tickets



8310 W Ustick Rd., STE 300
Boise, ID 83704
(208) 342-1585
(800) 342-1585
www.digline.com

SPECIALIZED SKILLS/KNOWLEDGE:

- Working knowledge in Information Systems/networks
- Working knowledge of GIS – ArcGIS, QGIS, and/or MapInfo Professional (preferred)
- Working knowledge of Microsoft Office Suite/Office 365
- Technical aptitude and understanding of spatial concepts

PERFORMANCE CRITERIA:

- Demonstrated ability to work and communicate effectively with management, co-workers, data providers, and the public
- Demonstrated ability to organize/prioritize and take initiative with workload in a busy environment
- Demonstrated ability to follow directions and work independently
- Demonstrated analytical ability
- Demonstrated ability to work to a high degree of accuracy

EQUIPMENT/ SOFTWARE USED:

Windows-based applications (Microsoft Office Suite/Office 365; Instant Messaging Apps; Browsers – Edge, Chrome, Firefox), Current Windows OS, GIS Software (ArcGIS Basic, QGIS, MapInfo Professional), Exactix (Ticket Software), WordPress, VOIP phone system, Multifunction Printer and other various office-related machines.

OTHER:

- Ability to maintain confidentiality
- Ability to sit for long periods of time
- Ability to use a mouse and keyboard for long periods of time
- Ability to communicate professionally with utility personnel, public agency employees, data vendors, the general public, and other employees within the office environment
- Adequate vision and hearing. Duties require frequent phone conversations and viewing a computer screen for long periods of time