



HUMAN RESOURCES ADMINISTRATION

JOB DESCRIPTION

A. Job Identification

Position Title: GIS Specialist	Reporting to: Manager	Department: Maps	Document Revision Number: 2	Document Revision Date: 04.12.16
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B. Job Summary

Digitizing, processing and maintaining GIS Data

C. Essential Duties and Responsibilities

1. Digitizes maps from images and processes them
2. Surveys assigned areas using GPS and field survey software
3. Processes post field survey data
4. Interprets post processed field survey data to cartography operators (for printed map products)
5. Provides GIS related data or information requested by cartography operators relevant to the production of printed maps
6. Works with the IT Group for visual basics scripts
7. Maintains GIS data currently serviced or licensed to clients by ATI (e.g. Jollibee Group)
8. Maintains GIS data for car navigation
9. Performs other GIS related tasks

Additional Duties and Responsibilities:

1. Attends training to improve skills and expand knowledge of several different software / project styles
 2. Works on special production projects assigned by Manager
 3. Performs other duties that may be assigned from time to time
1. Consistently follows Company rules and regulations
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D. Jobholders Requirements

Educational Background	Experience
Bachelor's degree in Geography or Geodetic Engineering or other related course	None required
Certification/Proficiency (If Applicable)	Test Requirements
Fully computer literate; able to use PC for daily need and competent when running standard software packages such as MS Office. Basic knowledge in ArcView, GPS equipment and data gather software	None
Physical Characteristics	Working Conditions (If Applicable)

Average fitness / good health required. Able to tolerate some mental stress from occasional deadline pressure	Standard office environment with regular assigned shifts. Some overtime hours are expected.
Prepared by	Noted By
Name : Marjorie P. Tiangco	Name:
Position: Sales, Marketing and Operations Manager	Position: HRAD Representative

I have received, read, and understood and shall, to the best of my ability, carry out and perform the above-mentioned duties and responsibilities.

Date: _____

(Signature over printed name)

