

GIS Technician / Safety Co-Ordinator / Office Clerk

Applicant must have a High School Diploma or GED. Applicant must be willing to work outdoors, as well as, in the office. Applicant must have minimum 1 year experience working in an office. Applicant must be knowledgeable in computers, the Internet, and software programs such as Google Earth, ArcGIS, Microsoft Word, Excel, and Office, as well as other basic office equipment (copier, fax, printer, etc.). Applicant must have excellent customer service skills, and preferably be Bi-lingual in English and Spanish. Applicant will be required to answer phones, take payments, post water orders, and update mapping system. Field work will consist of making exact measurements to determine elevation or dimension of land for installation of pipelines and construction. Applicant will coordinate safety meetings with staff and ensure we comply within the contents of the District's Safety Policy Manual. On the job training will be provided on all aspects of the job in the office and out on the field.

Apply at CCID2 Office or Send Resumes to irrigation@ccid2.org