

GIS/CAD SPECIALIST

FLSA Status – Non-Exempt

EEO Code – C/Technicians

Class Code – E315

GENERAL DESCRIPTION OF THE DUTIES

This position designs programs and procedures for the City's geographic information systems and the public works facilities management system. Work involves developing applications, translating the application specifications into programs, user menus, macro-level commands, and report writing. Additionally, the GIS/CAD Specialist performs professional and technical work in computer aided drafting system file management and configuration options, engineering design and/or drafting; and provides technical assistance to engineering staff

SUPERVISION RECEIVED

This position receives supervision and direction from the Assistant City Engineer.

SUPERVISION EXERCISED

This position provides technical supervision and may provide training and orientation to newly assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Develops, designs and implements the City's geographic information system, including complex macro application programming and user interface for applications.
2. Trains and assists geographic information system users in defining needs and developing applications.
3. Compiles and shares supportive technical data for and with City departments, and consults with public and private agencies.
4. Assists the public and other staff by answering questions concerning property or cadastral records, property divisions and/or recording procedure.
5. Develops and prepares charts, graphs, and maps, such as cadastral, plan, document, display and base maps; cartographically represent resource data on maps; revise maps to reflect property division; design and produce computer-generated maps from existing database; and maintain records.
6. Provides technical and professional engineering support services to City personnel on applied engineering/computer aided drafting system related software issues.

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7. Provides technical support for the Public Works facilities management system (FMS).
8. Maintains engineering and survey software files and standard user configurations to include any proposed changes; and maintains users guide for the operation and supervision of the computer aided drafting system.
9. Coordinates the work activities associated with the City's computer aided drafting system file management and configuration with consultants, engineers, developers, contractors, City departments, and outside agencies.
10. Assists in the preparation of bid documents.
11. Performs work in accordance with federal and state employment laws, and City policies and procedures.

KNOWLEDGE SKILLS AND ABILITIES

Knowledge

- Database management theory and application;
- Geographic information systems and planning models;
- Geoprocessing and mapping, including cartographic procedures and municipal mapping;
- Drafting principles and methods, including computerized drafting design systems and software;
- Programming used in the production of engineering plans;
- Advanced mathematics;
- Principles and practices of surveying;
- Applicable laws and regulatory codes; and
- Civil engineering design principles.

Skills

- Operating a variety of computer software programs including CAD software;
- Preparing plans and drawings using the computer aided drafting system;
- Making engineering design computations;
- Conducting studies and preparing engineering reports;
- Utilizing geographic information systems according to user-defined needs;
- Training users of GIS; and
- Operating computers, computer aided devices and software such as graphic work stations, personal computers, digitizers, plotters and ARC/Info.
- Skill in establishing and maintaining effective working relationships with individuals from diverse backgrounds.

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Ability to:

- Communicate effectively with others;
- Establish and maintain cooperative working relationships with others;
- Resolve conflicts; and
- Apply a variety of federal, state and local regulations.

EDUCATION AND EXPERIENCE

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job will be qualifying. A typical way to qualify would be an Associates degree in civil engineering, computer science, or related field and four years of increasingly responsible experience in geographic information systems design and engineering work using a computer aided drafting system in the production of plans, specifications and estimates.

PHYSICAL REQUIREMENTS

While performing the duties of this position, an employee is required to stand, walk stoop, talk, reach, use repetitive hand/wrist movements, sit and grasp. Duties involve decision-making, interpersonal skills, customer service, fluency in English, problem analysis, use of discretion, advanced math, basic programming, and independent judgment. Otherwise qualified individuals with a disability and known limitations will be reasonably accommodated to perform the duties of this classification.

WORKING CONDITIONS

Usual office working conditions.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 10/94 (Formerly Engineering Technician)

Revised: 03/00

Revised: 05/01