

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA			
Position Title:	G.I.S/AutoCad Technician I	Department: Planning/Public Works	
Reports to:	Senior Planner/ Superintendent of Streets and City Projects	FLSA Classification: Non-Exempt	
Career Ladder:	Associate Planner	Pay Grade:	Approval Date: 08/16/05

POSITION SUMMARY:

The fundamental reason this classification exists is to perform a variety of office and/or fieldwork in the input and retrieval of Geographic Information System (GIS) layers and tables; performs all tasks related to the collection of and migration to a digital format. Duties include reading and interpreting source documents, such as civil engineering plans, plot maps, and legal descriptions; and entering required data into the GIS or design/basemap drawings.

CLASS CHARACTERISTICS:

Geographic Information System Technician I is the entry-level class in this skilled technical support series and is distinguished from the II classification in that it is the training level where incumbents learn the basic tasks associated with development and maintenance of the Geographic Information System. This class is alternately staffed and incumbents may advance to the higher level after successfully completing a one (1) year probationary period and gaining one (1) additional year of experience and demonstrating proficiency that meets the qualifications of the higher-level class. The fundamental reason this classification exists is to develop and maintain the geographic information systems (GIS) databases, coverage, linkages to various databases, and to provide computer-drafting support for the planning and Public Works departments.

ESSENTIAL RESPONSIBILITIES:

Assists in the entry of information into specific layers of the City's GIS system using GIS software

Assists in the preparation of civil design/construction drawings and update City base maps

Enters data through the use of COGO, digitizing or other data conversion methods; enters attribute data using database tools

Assists users with the use of GIS products, GPS equipment, large format printers and scanners; and performs basic preventative maintenance on GPS equipment including cleaning and recalibration

Operates computer workstation to update maps as new data is received relative to new subdivisions, developments, capital improvement projects, zoning requirements, and other projects;

Conducts mapping research, in the field and in the office, to resolve conflicting information and ensure the accuracy of the data;

Maintains confidentiality when interacting with developers, other agencies and coworkers

Performs related work as assigned

MINIMUM QUALIFICATIONS:

Knowledge of – Symbols and terminology used in civil, architectural or electronic engineering drawings; GIS software, such as ArcView, ArcEdit, ArcInfo, and AutoCad version 2002 or higher; Digitizing and data manipulation procedures for geographic information systems; Geography.

Skilled in -. Performing mathematical calculations using algebra, geometry, and trigonometry; Perceive color as defined by the Inter Society Color Council-National Bureau of Standards system.

Ability to – Become familiar with industry specific language (such as water and wastewater, planning and zoning, regional planning and housing) terminology and symbology; Read and interpret legal descriptions; Use graphic instructions such as blueprints, layouts or other visual aids; Read and use zoning maps, quarter-section maps, plat maps, land use maps, single line maps, and aerial maps; Travel across rough, uneven or rocky surfaces when conducting field inspections or performing survey work; Enter data into a computer terminal, PC, or other keyboard device requiring continuous or repetitive arm-hand-eye movement; Work cooperatively with other City employees; Present facts clearly and accurately in graphic form; Understand and carry out oral and written instructions in the English language.

Licenses and Certificates –.

Physical Abilities and Work Environment – Standard office environment and working conditions. Remain in a sitting position for extended periods of time. Perform fine hand movements in the accurate use of drafting instruments.

Other – Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience –one year recent experience working with a variety of GIS applications, preferably in local (municipal) or regional government OR equivalent combination of training and experience. One-year recent experience working with AutoCad civil design.

Education - Associate degree in Computer Science, Geographic Information Systems, Geography, or related field is desirable.

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date