

AUTO CAD/GIS OPERATOR

FLSA STATUS - Non-Exempt

DESCRIPTION OF WORK

Under general supervision of the Community Development Director, researches, coordinates, develops and implements computerized mapping and GIS (Geographical Information Systems) applications for the City, including land use planning, spatial analyses, mapping and database design.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Maintains the Automated Drafting (AutoCAD), Civil Engineering Software (Eaglepoint), Landscaping and Irrigation (LandCAD) and Geographical Information System (GIS); provides general support as needed by staff, City Council, surveyors, engineers, highway department, utility companies and others in carrying out these programs; plats legal descriptions; works in coordination with the County; performs title searches; analyzes survey data, source maps and photographs or other mapping products and records to determine location and other features; compiles information in map and data base format; provides base map information to others, including engineers, surveyors and others; digitizes information from existing paper mapping into electronics format; establishes boundaries of properties and local, national and international areas of political, economic, social or other significance; prepares construction plans and drawings from sketches and notes for use in construction; may supervise part-time assistant.

OTHER DUTIES: Presents capabilities of GIS, AutoCAD and Eaglepoint software to other agencies; performs related duties.

QUALIFICATIONS

Knowledge of site planning, mapping Cartography, legal descriptions and basic Civil Engineering drawings.

Knowledge of principles, practices and techniques of urban planning, research and data analysis.

Knowledge of AutoCAD and GIS software.

Ability to produce accurate input in mapping and data entered; ability to store information accurately.

Ability to work with minimum supervision.

Ability to effectively operate the systems and software.

Ability to occasionally work in outdoor weather- cold and warmth.

Ability to establish and maintain effective working relationships with data suppliers and users of output.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform sedentary physical work and to lift and carry up to 10 pounds;

Ability to stand, walk, run, sit, ride, reach, grasp and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate office machines including a computer and a vehicle;

Ability to talk and hear in person and by telephone;

Ability to see and read instructions, plats, maps, legal descriptions and figures on a computer screen.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to an Associate Degree in AutoCAD, GIS or similar course work and four years of experience in computer drafting.

SPECIAL REQUIREMENTS: Possession of a valid driver's license.

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