HRSD

Position Description: CAD/GIS Technician

Section I. Position Reference Information

a.	Department	Engineering
b.	Division	Planning & Analysis
c.	Position Title	CAD/GIS Technician
d.	Immediate Supervisor	GIS Manager
e.	Work Center	Main Office
f.	Grade	5c-5

Section II. Position Summary

Under broad guidance, the CAD/GIS Technician is responsible for:

a. Drafting of civil, structural, mechanical, electrical, and architectural plans
b. Archiving, updating, and retrieving of record drawings (electronic and mylar)
c. Creating and updating GIS database features
d. Responding to internal and external customer inquiries for engineering records
e. Using CAD, GIS, technical drawing and graphics software
f. Preparing and producing maps, plans, details, and exhibits
g. Ordering necessary supplies and services
h. Maintaining computer workstation and plotter

Section III. Examples of Position Duties

a. Prepare construction plans and Valve Guides
b. Update Engineering Record Drawings
c. Update existing GIS layers and related databases
d. Archive, maintain, and retrieve engineering data in electronic records management systems
e. Conduct field surveys necessary to update plans, Valve Guides and GIS features
f. Conduct field surveys utilizing GPS technology
g. Conduct take offs of pertinent plan information for estimating purposes
h. Prepare maps following standard cartographic principles
i. Receive and respond to requests for GIS and CAD support

Section IV. Position Contacts

a. Standing Committees, Boards, and Organizations

1. Required

a) Standards & Preferences Drawings, Record Drawings, Valve Guides & Easements Team

b) Serves on HRSD teams as requested

b. Internal Contacts

Contact	*Purpose*	*Frequency*
GIS Manager	Coordination of work, task updates, approvals, guidance	Daily
Chief of Planning & Analysis	Task updates, approvals, guidance	Monthly
CAD/GIS Technicians & GIS Analysts	Information exchange, coordination of tasks, joint work efforts	Daily
Other HRSD Employees	Information exchange, responding to information requests	Daily

c. External Contacts

Contact	*Purpose*	*Frequency*
Engineering consultants, utilities	Transfer information and data	Daily
State Agencies and Local Municipalities	Transfer information and data	As needed

Section IV. Position Accountabilities and Expectations

a. Customer Satisfaction – CAD/GIS Technicians meet or exceed internal and external customer expectations

b. Timeliness – Meet deadlines for project completion, report submission and change implementation

c. Must be able to adjust to changing priorities on an on-going basis

d. Must be able to adjust to changing CAD and GIS technologies

Section V. Working Conditions

a. Must be able to work with all levels of employees in a team-oriented culture

b. Must be able to drive HRSD vehicle to other locations within HRSD

c. Must be able to work in office environment and field environment

Section VI. Physical Requirements

a. Must have the physical dexterity to accomplish the duties defined herein

b. Must be able to sit and operate a computer keyboard and mouse for extended periods of time

c. Must have the ability to view a computer monitor for extended periods of time

d. Work involves walking, climbing, standing, and bending to verify field conditions

e. Work requires light lifting ability (20-50 pounds).

f. Must be able to work at times in an OSHA designated noise environment (more than 85 decibels)

Section VII. Other

a. Medical certification of physical requirements may be required
b. Must be currently authorized to work for any U.S. employer

Section VIII. Qualification Standards

a. Education
   Required
      Associate of Science degree in an appropriate field such as Computer Aided Drafting & Design, Engineering, GIS, Mathematics or Geology
b. Experience
   1. Required
      a) Knowledge of the principles and practices of AutoCAD or GIS software
      b) Knowledge of MS Office programs
   2. Desired
      Knowledge of the principles and practices surveying
      a) Skilled in the use of Microsoft Office Suite (Outlook, Word, Excel, Access, PowerPoint)
      b) Working knowledge of AutoCAD, Microstation, Raster Design, Corel DRAW,VISIO, Auto Manager Meridian, Adobe 7 , AcroPlot, and ArcGIS

Personnel in this classification are fully qualified at a Grade 5 with an appropriate Associate's degree and four (4) years of appropriate experience. The following training levels have been established for personnel who are less than fully qualified and the fully qualified status must be continually pursued:

Grade 5a	3 years of appropriate exp. and ¾ total hours toward appropriate A.S. degree
Grade 5b	2 years of appropriate exp. and ½ total hours toward appropriate A.S. degree
Grade 5c	1 year of appropriate exp. and ¼ total hours toward appropriate A.S. degree

c. Job-specific Technical Competencies
   Required
      a) AutoCAD and ESRI ArcGIS background
      b) Ability to develop highly effective working relationships with all HRSD Directors, Chiefs, Managers, and employees
d. Job-specific Behavioral Competencies
   1. Sets Clear Performance Goals
      a) Clearly communicates expectations for results, timeliness, quality and other important parameters
      b) Establishes deadlines for delivery of results
      c) Evaluates, determines and refines roles, responsibilities and expectations related to various projects throughout the organization; Insists on and insures clarity of role and/or functions
e. Special Licenses
   Required
      Valid driver's license from state of residence