

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Public Works
Division of Engineering
Classified, GRADE 6
40 Hour Week

GIS CLERK

GENERAL STATEMENT OF DUTIES: Performs entry level utility infrastructure locates, data collection, and similar technical tasks for the Public Works Department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class perform various tasks such as data entry, operation of Global Positioning System equipment, research work by field inspections or drawings to locate utilities, etc. The work may involve the preparation of various reports including sketches. Supervision is received from the GIS Technician and work is checked in progress and/or upon completion.

ADA REQUIREMENTS: This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, kneeling, reaching, pushing, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

EXAMPLE OF WORK: (Illustrative Only)

Operate GPS or similar equipment in locating public utilities;
Conduct research via field inspections or drawings to accurately locate utility infrastructure;
Maintain electronic data base of utility infrastructure;
Prepare reports as directed detailing locations of utility infrastructure;
Identify County sanitary sewer infrastructure as part of Miss Utility locating service.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of inspections techniques; good knowledge of the operation and functions of a public works operation; ability to recognize and locate typical external public utility components; ability to prepare reports and maintain records; ability to locate and utilize engineering drawings; ability to establish and maintain effective working relationship with coworker, supervisors, contractors, and the public; working knowledge of personal computers and pertinent applications; regular and timely attendance;

performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school coursework or G.E.D. with one to two years of experience in an engineering, mapping or surveying environment; or any combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. May be required to pass testing of physical strength and agility to qualify for and retain position. Direct deposit of pay required.

Employee Acknowledgment

EST. 07/01/04

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