

## KENT COUNTY POSITION DESCRIPTION

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

Department of Public Works  
Division of Engineering  
Classified, GRADE 8  
40 Hour Week

### GIS TECHNICIAN I

GENERAL STATEMENT OF DUTIES: Performs computer aided drafting (CAD) and geographic information systems (GIS) work and calculations in the preparation and drawing of utility locations, maps, and utility plans; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for the preparation and drafting of computer aided maps for utility and related purposes. The incumbent also assists coworkers in daily activities, including public inquiries and information gathering.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, lifting, fingering, handling, grasping, crouching, standing, and repetitive motions; 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; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deductive processes; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Perform drafting work for County utility projects;  
Perform drafting projects of district boundary lines, utility pumping stations, roadways, light poles, and any other objects in preparation for facilities modifications and maintenance;  
Plot, coordinate, and make graphic representations of variety of land features and utilities upon maps from field notes or data;  
Research complex titles to find current owners and chain of title;  
Draw and revise utility maps of the County;  
Digitize existing plans and maps, perform updates, and make copies of plots/maps;  
Answer questions from the general public.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of geographic information systems (GIS), computer aided drafting (CAD), proficiency in general cartographic skills; ability to make accurate, neat, and legible drawings; ability to establish and maintain

effective working relationship with coworkers, supervisor, officials, 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 EDUCATION: Completion of standard high school coursework or G.E.D. with at least one year experience in cartographic work and latest version of AutoCAD, ESRI Arc GIS and Windows software; or any equivalent combination of experience and training which provides the required knowledge, skill and abilities.

ADDITIONAL REQUIREMENTS: 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. Direct deposit of pay required.

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Employee Acknowledgement

Eff. 10/01/07

Rev. 07/01/15