

KENT COUNTY POSITION DESCRIPTION

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

Department of Public Works
Division of Engineering
Classified, GRADE 10
40 Hour Week

GIS TECHNICIAN II

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

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for preparation and drafting of computer aided maps for assessment and planning purposes. The incumbent also performs related mathematical calculations and interprets data in response to public inquiries.

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; work requires stooping, reaching, standing, pushing, pulling, fingering, grasping, 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, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, preparing and analyzing written and computer data, visual inspection involving small defects and/or small parts, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deductive processes; the worker is subject to inside environmental conditions, and atmospheric conditions.

EXAMPLE OF WORK: (Illustrative only)

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;
Maintain utility and related databases, and make copies of plots/maps;
Answer questions from the general public.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Advanced knowledge of geographic information systems (GIS), computer aided drafting (CAD), proficiency in general cartographic skills; knowledge of legal descriptions of land; 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 three years experience in drafting 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.

Employee Acknowledgement

Eff. 10/01/07

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