

## KENT COUNTY POSITION DESCRIPTION

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

Department of Public Works  
Division of Engineering  
Classified, GRADE 11  
40 Hour Week

### GIS TECHNICIAN III

GENERAL STATEMENT OF DUTIES: Performs highly skilled and specialized computer aided drafting and design work or addressing; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for technical computer aided drafting, computer aided addressing and database maintenance, digitizing of maps, and drawings. Work involves the application of computer aided drafting skills and knowledge. An employee in this class is assigned the responsibility for special projects or specific tasks from their initiation to their approval.

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, crouching, kneeling, lifting, handling, fingering, grasping, pulling, pushing, reaching, 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 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, operations of machines, and observing general surroundings and activities; the worker may be subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Perform drafting projects of district boundary lines, utility pumping stations, roadways, driveways, sidewalks, generators, light poles, and any other objects in preparation for facilities modifications and maintenance;

Draw and revise addressing maps with respect to assigning addresses;

Plot, coordinate, and make graphic representations of variety of land features and utilities upon maps from field notes or data;

Supervise field work and training of GIS Technicians;

Research complex titles to find current owners and chain of title;

Perform detailed cartographic research to determine property line delineations, area and closure;

Draw and revise utility maps of the County;

Digitize existing plans and maps, perform updates, and make copies of plots/maps.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge of the

principles and practices of computer aided drafting; thorough knowledge of specific computer aided drafting hardware and software; good knowledge of the preparation of cartographic maps and graphics in general; some knowledge of surveying, civil engineering principles and advanced mathematics as may be obtained by completion of college level engineering courses; ability to coordinate and plan projects; ability to communicate effectively; 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 CAD or drafting work or completion of college level courses in civil or architectural engineering or drafting; or any equivalent combination of experience and training which provides the required knowledge, skill and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. 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

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