

Title: GIS Technician I
Department: Public Works
Division/Office: Engineering Division



Grade 2114; Hourly position; Category: Classified; Job Code: GT1W; Rev.:07/01/2021

General Description

The purpose of this position is to performs skilled computer aided drafting (CAD) and geographic information systems (GIS) work and calculations in the preparation and drawing of utility locations, maps, and utility plans.

This position works under general supervision, independently developing work methods and sequences and coordinating work with the Assistant Director of Engineering and the Public Works Director.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Performs drafting work for County utility projects.
- Performs drafting projects of district boundary lines, utility pumping stations, roadways, light poles, and any other objects in preparation for facilities modifications and maintenance.
- Plots, coordinates, and make graphics 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.
- Draws and revises utility maps of the County.
- Digitizes existing plans and maps, performs updates, and makes copies of plots/maps.
- Maintains utility and related databases and makes copies of plots/maps.
- Answers questions from the general public.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent supplemented by at least one (1) year of experience in cartographic work and latest version of AutoCAD, ESRI Arc GIS and Windows software or equivalent combination of education, training, and experience.

Additional Requirements:

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.

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.

Americans with Disabilities Act 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 fingering, and

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repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; 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; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement