

## CAD/GIS TECHNICIAN

GENERAL STATEMENT OF DUTIES: Maintains and updates municipal Geographic Information Systems (GIS) and does Computer Aided Design (CAD) drafting for engineering projects and/or assessment maps; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Dependent upon departmental assignment, incumbents of this position function under the direct supervision of the municipal Engineer or Assessor. An incumbent of this class maintains and updates municipal GIS (Geographic Information Systems) for infrastructure and parcel mapping and provides CAD (Computer Aided Design) drafting for engineering projects and/or assessment maps in order to support the functions of the department to which they are assigned. Supervision is not a responsibility of this class.

### EXAMPLES OF WORK: (Illustrative Only)

Participates in the development of GIS and CAD databases to support either the Engineering Department with a range of civil engineering projects including but not limited to, construction projects, sanitary sewers, drainage, water and road design or the municipal Assessor by maintaining maps, digitizing new sub-divisions and utilities, and deed verifications;

Receives and responds to requests for GIS and CAD support working closely with the engineering staff and/or municipal assessment department personnel;

Revises existing systems by digitizing existing utilities to integrate with GIS and CAD;

Maintains infrastructure maps for the municipality;

Prepares GIS reports and analysis for various engineering projects and/or municipal assessment maps;

Digitizes new subdivision maps and deed verification records for assessment purposes, including reading of metes and bounds, verification of boundaries and changes to deeds;

Collects and assembles data concerning the development of digital data which can be integrated into the GIS database;

Participates in department meetings for the purpose of work review, project planning and assessment;

**Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;**

May respond to inquiries by phone or at a counter.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the general principles of GIS (Geographic Information Systems); good knowledge of the general principles of CAD (Computer Aided Design); familiarity with the basic principles of MS-DOS and UNIX operating systems; ability to work independently on requests for graphic information; ability to follow oral and written directions; ability to prepare and interpret data in a range of digital formats; ability to learn the use of a desk computer in statistical and engineering work; ability to reason logically; **ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software**; initiative; sound judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) Associate's degree and two (2) years of computer experience including six (6) months of **computer aided** drafting experience, or (b) four (4) years of experience as defined in (a) which includes six (6) months of **computer aided** drafting experience or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: CAD and/or GIS certificate may substitute for the six (6) months of the **computer aided** drafting experience.