

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: GIS/CAD Technician	Job Code: 2408, 2409, 2410
Date: September 28, 2017	EEO Code: TE
FLSA Designation: Non-exempt	Civil Service Status: Covered (UC)

DEFINITION: This is skilled, technical engineering support work performed in the field or office in assistance to higher-level technicians or professional engineers.

CLASSIFICATION STANDARDS: Positions allocated to this career series are responsible to a designated supervisor and perform all tasks under close to general direction. The multiple levels of this career series are distinguished by the amount of supervision, knowledge, and skill needed.
Note: Employees of this class are eligible for advancement to the next level in this career series as directed by policy.

ESSENTIAL DUTIES: Technician I: Operate and maintain GIS and/or CAD systems; perform periodic database retrievals, updates, and backups; assist in implementing CAD upgrades and applications improvements; identify system needs and recommend improvements; maintain map and data information; assist in designing and documenting electrical projects by plotting site maps and adding as-built information; assist with component detail drawings and engineering standard drawings; collect and verify field data; revise plans; operate and maintain drafting equipment; assist department members, other City personnel, and the public in locating and researching needed information; perform other related duties as required.

Technician II: Perform essential duties of Technician I; maintain computerized updating programs for engineering-related records and statistics for GIS; analyze and collect GIS data; advise on system changes and assist in implementation; recommend purchasing equipment, including hardware, software, plotters, and copiers; perform other drafting work by drawing engineering design plans; provide graphics and illustrations using various programs for review and approval; interpret graphic illustrations into multiple graphics formats; reduce and compile information and data as interpreted by superiors to easily understandable and graphic form; generate maps; attend required meetings and offer assistance and expertise; may supervise subordinates on various projects; train employees on use, programming, and maintenance of department equipment; perform other related duties as required.

Senior Technician: Perform essential duties of lower-level Technicians; act as GIS project manager; coordinate needs of GIS and engineering system with available resources and technical advances; design technical GIS structures and databases; develop technical GIS programs; structure database programs; administer GIS system for applicable data; formulate administrative procedures for GIS program management; modify GIS processes to fit department needs; plan programs, both broad based and specific; direct and train others in GIS programs; perform quality control and assign priority and project progression; supervise work groups and subordinates in design work or assistance to a professional engineer; assist and review work of subordinates and staff; perform other related duties as required.

MINIMUM REQUIREMENTS: All Levels: Associate's degree in drafting, GIS, or closely related field. **Technician I:** One (1) year of job-related experience, including using a GIS or CAD system. **Technician II:** Completion of GIS or AutoCAD course and either two (2) years of experience as a GIS/CAD Technician I **OR** three (3) years of comparable job-related experience, including using a GIS or CAD system. **Senior Technician:** Completion of an AutoCAD, ArcCAD, and ArcGIS course and either two (2) years of experience as a GIS/CAD Technician II **OR** five (5) years of

comparable job-related experience, including using a GIS or CAD system. At all levels, an equivalent combination of job-related education and experience may be used (substituting each one (1) year of post-secondary education/training for six (6) months of experience).

License(s)/Certification(s): A valid, lawful Driver's License is required.

SELECTION FACTORS: *Knowledge of:* GIS or AutoCAD software in AM/FM/GIS applications and integration of tabular data with AutoCAD attributes lists; spreadsheets, word processors, databases, Windows, Networks, scanning, ArcGIS, and other engineering-related programs; computer operation and maintenance; database creation, ADE and relational queries and data manipulation, document creation of slide presentations with graphic programs; operation of plotters, printers, and digitizers; drafting methods and techniques in engineering drawing; operations, functions, theories, and terminology common to GIS/CAD operations; related laws, codes, rules, and regulations governing functions of the position; policies and procedures established for work system; basic English composition, spelling, and grammar. *Skill in:* database development, interfacing with other graphics and non-graphics applications, and CAD map and drawing techniques; performing SQL queries to extract data; training others in AutoCAD and ArcGIS; creating programming menus, fields, and applications; practicing trust-building behaviors. *Ability to:* learn and keep current with technology; use Civil Software applications; deal with the public in a pleasant, courteous, and calm manner; communicate effectively both orally and in writing; develop and maintain effective working relationships with the public, coworkers, and superiors; supervise subordinate employees effectively; coordinate, organize, and implement all GIS needs; quickly and accurately perform work; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

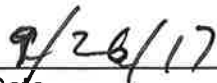
TOOLS AND EQUIPMENT USED: Computer, calculator, telephone, vehicle, GPS, utility locator, construction hand tools, and equipment for drafting, surveying, engineering, and pole testing.

PHYSICAL DEMANDS: Requires sitting/standing at a computer for extended periods, pulling drawings out of files, walking, stretching, bending, and carrying heavy equipment (20-50 lbs.).


ENVIRONMENTAL FACTORS: Requires exposure to adverse weather conditions, heavy traffic, rough terrain of unimproved roads/trenches, chemical fumes, flammable materials, and the emotional stress of the work environment, including contact with the public in confrontational or uncomfortable circumstances. *Note: Employees of this class may be subject to on-call status.*




Department Director



Date



Mayor/Chief Administrative Officer



Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.