

CITY OF BANNING, CALIFORNIA



AutoCAD GIS Technician

Job Code: 5045

FLSA

[] Exempt

[x] Non-Exempt

JOB DEFINITION: Under general supervision, to perform technical manual and computer aided drafting of assessment, election, electric and water utilities maps. Perform technical Geographic Information System (GIS) system analysis, data input and maintenance, creation of new databases, combining of multiple layers and portions of layers into new combinations and configurations. Performs technical input including editing and digitizing to produce a wide variety of map reports and other related products, and to do other work as required.

The class is characterized by journey level responsibility in technical manual and automated drafting, and assignments of average difficulty. The position reports to Assistant Director of Electric Utilities and does not supervise any employees.

ESSENTIAL FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES:

- ❖ Regular update and maintenance of the existing City wide electric and water utilities maps.
- ❖ Lays out, drafts, and revises assessment, election, and other water and electric utilities maps as a result of new streets, highways, subdivisions, annexations, and transfers of ownership. Enters data into computer for automated mapping; operates plotter for computer aided map preparation.
- ❖ Search for data from survey notes, recorded maps, records of survey, filed deeds, and property descriptions to assist in the correct delineation of boundaries and property lines; indicates bearings, distances, boundaries, and property lines on maps. Calculates areas and reduces and enlarges maps as necessary; performs assigned research projects dealing with the title or ownership of parcels of land. Prepares legal descriptions and assigns parcel number.
- ❖ Prepare and update customized maps, utilities infrastructure, diagrams, exhibits and reports.
- ❖ Update GIS data layers, research and compile data from record maps. Prepare various graphic maps, diagrams, exhibits and displays; develops macros and other applications utilizing GIS software to perform assigned work. Perform data modeling and integration with spatial layers.
- ❖ Create new databases, combining of multiple layers and portions of layers into new combinations and configurations.

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- ❖ Operate and maintain various GIS related hardware such as plotters, scanners; digitizers and UNIX, Windows NT, DOS, AUTOCAD based workstations

KNOWLEDGE and SKILLS:

Knowledge of:

- Geography and geographic information systems.
- Mathematics including the principles of algebra, geometry and statistics as applied to GIS related work.
- Automated drafting techniques, map design and cartography.
- Survey principles and methods.

Ability to:

- Perform accurate manual and automated map drafting work.
- Apply techniques and practices necessary to complete assigned GIS projects.
- Read and interpret legal descriptions, deeds, survey data, tract descriptions and existing maps.
- Compute areas from property descriptions and maps.
- Understand and follow oral and written directions.
- Establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS: Experience/Education: Two years of professional AUTO CAD experience and two years of professional GIS experience. College level courses in AUTO CAD drafting, computer graphics, GIS, or engineering, may be substituted for up to two years of the two year experience requirements in both AutoCAD and GIS on the basis of 16 semester units or 24 quarter units equaling one year of experience.

ADDITIONAL REQUIREMENTS: Class "C" California Driver's License. May be required to work outside the traditional work schedule and on construction sites.