



CLASSIFICATION TITLE: GIS/CADD Technician	JOB NUMBER: 7068	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Department/Division Director	PAY GRADE: 17	FLSA STATUS: Non-Exempt

GENERAL SUMMARY

Performs intermediate technical work related to Geographic Information System (GIS), Computer Aided Drafting and Design (CADD), or Computer Aided Dispatch (CAD) systems, spatial and tabular databases, and related work as apparent or assigned. Work is performed under the moderate supervision of the assigned Director, Manager or Supervisor (supervisor).

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- GIS analysis, reports, maps, drawings, queries and other outputs; operates a variety of computers and related equipment including microcomputers, peripherals, plotters, scanners, terminals and software packages used by the City for GIS/CADD/CAD.
- Develops, writes, tests, documents, implements, and maintains GIS/CADD/CAD scripts, programs or macro type routines; gathers and compiles map or infrastructure data; map registering, editing, plotting and digitizing, using GIS/CADD/CAD hardware and software.
- Organizes, maintains, updates, analyzes, and retrieves information from various sources requiring close coordination with all principle providers and users of

geographic information in other divisions and departments of the City, as well as outside agencies.

- Trains and assists users with proper use and operation of GIS/CADD/CAD hardware, systems, applications and procedures, as needed; coordinate activities and resolve technical problems as required.
- Maintains mapping standards for layers, spatial databases, GIS/CADD/CAD-based applications, and associated standards.
- Maintains knowledge of GIS/CAD/CAD principals and practices and proficiencies in computer applications as related to GIS/CADD/CAD applications.
- Works courteously and effectively with public officials, citizens, contractors, vendors, developers, supervisors, and other employees, both in person and over the telephone; assisting them with a wide variety of information pertaining to the City and department.
- BCES Option Class - Perform data analysis using a variety of tools; provides map and statistical graphics to SECOMM management and various Emergency Response Agencies.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Capabilities of computers and peripheral equipment, microcomputers and software.
- Computerized mapping - involving gathering and compiling data; map registering, editing, digitizing and plotting.
- GIS/CADD/CAD systems software, techniques, principles and procedures and methods.
- Civil engineering principles related to the production of utility and other infrastructure drawings and/or maps.
- Software and hardware troubleshooting procedures and techniques.
- Principles and procedures of program design, writing, maintenance and documentation.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Public speaking techniques.

- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.

Skills and Abilities to:

- Apply current GIS/CADD/CAD principles and techniques.
- Operate a variety of computers and related equipment including microcomputers, peripherals, plotters, scanners, terminals and software packages used by the City for GIS/CADD/CAD.
- Create computerized maps by using a variety of data such as scanned images, digitizing, hand drawn maps, survey data, etc.
- Write, test, and maintain scripts, programs, macro type routines and documentation for GIS/CADD/CAD systems, applications and procedures.
- Maintain records and files.
- Understand and follow oral and written instructions.
- Plan, research, organize and implement databases.
- Quickly learn and administer a variety of software packages and capabilities for special user applications.
- Complete work with many interruptions and competing demands.
- Quickly assimilate and become familiar with rapidly changing technology.
- Complete work accurately.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet critical deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

Valid driver's license.

EDUCATION AND EXPERIENCE

Associates/Technical degree with coursework in computer science, engineering, geography, GIS, or related field and two (2) years experience providing technical engineering support, including one (1) year in the design, development, programming, implementation, and maintenance of GIS programs and applications, or equivalent combination of education and experience.

COMPETENCIES

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please see chart below for further definition.

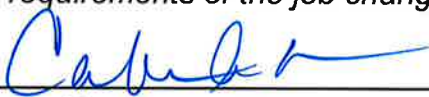





This work requires regular and punctual attendance at the office or other assigned locations; occasional exertion of up to 25 pounds of force; work frequently requires sitting and using hands to finger, handle or feel; work frequently requires repetitive motions and occasionally requires speaking or hearing; work has standard vision requirements; 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; work requires preparing and analyzing written or computer data; work has no exposure to

environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date