



Job Description

GIS/CAD Analyst

Pay Grade: G07

Employment Status: Full-Time

FLSA Status: Non-exempt

Experience Required: Minimum of one (1) year of experience in GIS, Geography, CADD, or a related field.

Minimum Education Requirements: Associate's Degree in GIS, Geography, CADD, or a related field. Three (3) years of experience in a related field may be substituted for education.

Department: Utility Services.

Direct Supervisor: GIS/CAD Supervisor.

Supervisory Responsibility: Direct (x); Indirect (x)

Primary Work Location: Work is performed inside and outside.

Certification: Valid State of Florida driver's license, GISP Certificate and HTML/JavaScript Certificates preferred.

Job Summary: Performs advanced technical work preparing drawings from survey or design notes into usable drawings using computer aided design drafting system (AUTOCAD), GIS database maintenance and analysis using a variety of industry standard GIS software. Work includes field pavement inspection, along with a variety of administrative functions associated with a wide range of municipal projects.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Track the City's assets using GIS software and GPS equipment and update the database accordingly; draw and revise maps.
- Perform GIS database maintenance and analysis using ArcGIS software.
- Perform GPS field data collection of City infrastructure using survey grade GPS hardware & software.
- Perform street light administration to include reporting problems to local electric company and performing annual street light condition survey.
- Perform all functions related to the pavement management program including operating the pavement management software and performing field pavement inspection.
- Assist with E911 address administration.
- Assist with FEMAs Community Rating System CRS data management and map requirements.
- Read, write, and draw legal descriptions for easements, and similar real property conveyances.
- Prepare and manipulate civil engineering drawings with AUTOCAD software.
- Maintain files of existing plans and maps.
- Answer telephone and inquires.
- Operate large format copy machine, plotter and other office machines.
- Assist in preparing layouts of various designs.
- Verify and assign property addresses.
- Perform research of utility and easement locations for permits.
- Assist the public by providing information as requested.



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- Access, input, and retrieve information from a computer.
- Assist with the maintenance of the land management files.
- Compile and prepare various reports.
- Update website as necessary using HTML and JavaScript code.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Engineering and surveying computations and terminology.
- Construction materials.
- Spreadsheet and database applications.
- City's functions, policies, and procedures.

Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, Dictaphone, and copier.

Abilities

- Understand directions and proceed with a minimum of supervision.
- Organize work and meet deadlines.
- Learn and perform GPS field data collection using GPS hardware and software.
- Learn pavement management software and to perform field inspections of asphalt as required for the pavement management system.
- Operate ArcGIS and AUTOCAD software.
- Work in extreme weather with exposure roadways and rights-of-way and potentially project construction sites.
- Viewing a display screen for extended periods of time.

Physical Demands

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and /or arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.



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- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assignment or to make general observations of facility or structure.
- Visual Acuity 4: Have visual acuity to operate motor vehicle and/or heavy equipment.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date