



Job Description

GIS/CAD Supervisor

Pay Grade: G10

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum of three (3) years of experience as a GIS and CAD user in a workplace setting OR a two (2) year Certificate in GIS, Geography, CAD, or a related field with five (5) years of experience as a GIS and CAD user in a workplace setting. Six (6) years of experience maybe substituted for a Bachelor's Degree and four (4) years of experience maybe substituted for a Certificate.

Minimum Education Requirements: Bachelor's Degree in GIS, Geography, CADD, or a related field.

Department: Utility Services.

Direct Supervisor: Director Utilities.

Supervisory Responsibility: Direct (2); Indirect (x)

Primary Work Location: Work is performed inside in an office environment and outside.

Certification: Valid State of Florida driver's license, GISP Certificate, and HTML/JavaScript Certificate. AutoCAD certification is highly recommended.

Job Summary: Responsible for para-professional engineering design and administrative work assisting in the management of the Utility Services Department.

Essential Job Functions

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

- The supervisor is responsible for Microsoft Server IIS Microsoft SQL Server ESRI GIS Enterprise Server and geodatabase administration.
- Supervise, provide training and assistance, and assign work to GIS/CAD staff.
- Read and interpret survey specifications, construction plans, and legal descriptions.
- Draft plans for water, sewer, and street projects.
- Manage the hurricane recovery aspects of the City's GIS/GPS data.
- Manage the City's Pavement Management Program using MicroPAVER software.
- Apply for various permits and reviews applications for permits.
- Manage automated land management program.
- Oversee budget preparation for the Division and supervision and training of employees.
- Responsible for E911 addressing administration within FWB City limits.
- Schedule and assist in the collection of data in the field using survey grade GPS and data collection equipment.
- Perform building permit reviews as well as weekly export of GIS data to building permit software.
- Export GIS data update to Police Department OSSI software as required.
- Create and publish GIS map services for consumption in web applications.
- Create and maintain web applications and websites using HTML, CSS, and ESRI JavaScript APIs.
- Process collected data and attributes in a GIS geodatabase or CAD Engineering drawing.
- Perform street light administration to include reporting problems to local electric company and annual street light condition survey.



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- Record keeping, archive research, technical document preparation, and graphic art productions for departments.
- Assist with FEMAs Community Rating System CRS requirements.
- Manage and perform field data collection of survey grade GPS data for City infrastructure.
- Coordinate City engineering design/drafting projects being performed in-house.
- Coordinate and create GIS web mapping on the intranet and internet.
- Handle citizen inquiries.
- 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.
- Principles and practices of engineering and administration as applied to the construction of municipal public works.
- Personal computing, computer-aided design and drafting, and geospatial database maintenance and administration using ArcGIS, AutoCAD and other related software.
- Applicable City policies, laws, and regulations affecting Division's activities.

Skills

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

Abilities

- Understand directions and proceed with a minimum of supervision.
- Organize work and meet deadlines.
- Deal tactfully and effectively with subordinates and other City employees and the general public.
- Supervise effectively.
- Operate ArcGIS and AUTOCAD software.
- Requires sitting at a desk and viewing a display for extended periods of time.
- Work outside in extreme conditions with exposure to roadways and right-of-ways and potential project construction sites.

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:



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- 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.
- 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