

CITY OF CORAL SPRINGS

Classification Description

CLASSIFICATION TITLE: CADD/GIS Technician
FUNCTIONAL AREA: Information Services Department

WORK OBJECTIVE:

Under direction, the purpose of the position is to perform a broad variety of drafting duties utilizing Computer-Aided Design/Drafting (CADD) and Geographical Information Systems (GIS) in support of the City's development activities. Employees in this classification perform at the technical level and are responsible for executing surveying, engineering and drafting functions. Work includes preparing preliminary drafts of construction projects, preparing permit applications, performing inspections, and generating accurate and detailed records of engineering data. The employee is expected to exercise considerable judgment and initiative in the performance of job duties.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs survey and drafting operations for the determination of land/boundary issues, collects data for Capital Improvement Project designs.
- Researches and compiles records and field data for the preparation of land survey and construction plans; develops and drafts engineering plans and drawings; drafts contract documents; generates correspondence.
- Prepares complex drawings for Municipal Civil Engineering Projects.
- Maintains active communication with contractors, engineers, surveyors, government agencies and the general public for any engineering, surveying or construction issues.
- Updates and maintains GIS maps of residential, commercial and governmental developments and properties; prepares and maintains drafts of public drainage systems, roadways, utilities and right-of-ways.
- Performs research, fieldwork, drafting tasks and documentation of engineering data as requested by other departments.
- Performs routine AutoCAD and computer software maintenance and troubleshooting; maintains updated working and technical knowledge of all enhancements and procedural changes to software and hardware applications; evaluates new software to improve functionality, efficiency and performance of departmental operations.
- Assists utility crews and the general public to locate utility lines and easements; performs field verification of utility infrastructures.
- Performs various special projects and functions as directed.

CADD/GIS Technician

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Associates of Science Degree with major coursework in Civil Engineering Technology or related field, or equivalent vocational certification with major coursework in Engineering or Engineering Technology; supplemented by one (1) to two (2) years responsible experience in CADD/GIS engineering, construction, drafting and/or surveying work; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Knowledge of the principles and practices of public works engineering and utilities operations as applied to the development, design, construction, operation and maintenance of public works as they relate to CADD/GIS drafting.

Knowledge of current codes and regulatory standards governing the state's building construction industry as they relate to CADD/GIS drafting.

Ability to understand and follow highly complex written and oral instructions.

Ability to read, update and maintain various records and files.

Ability to access, operate and maintain various software applications.

Ability to clearly communicate information both verbally and in writing.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain effective working relationships with departmental personnel, management, contractors, consultants and the general public.

Skill in maintaining, updating, evaluating and operating all AutoCAD and GIS software and equipment.

Skill in operating various specialized software and office equipment, e.g., plotter; color ink jet printer; Autodesk Map 5; Microsoft Word, Access, Explorer and PowerPoint; File Server; Adobe Photoshop 6.0; GIS (ArcView 3.2); Groupwise 5.

PHYSICAL REQUIREMENTS:

Most work involves extended periods of time at a keyboard or workstation. Tasks involve the intermittent performance of physically demanding work, that may involve the lifting and/or carrying of moderately heavy objects and materials (20-50 pounds).

ENVIRONMENTAL REQUIREMENTS:

Most work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations. Some tasks are performed in outdoor environments. Due to the nature and location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.