GIS/CAD Technician I/II/SR

Type: Full Time
Salary/Pay Rate: $1,292 - $2,166 biweekly
Posted Date: 07/29/2015
Deadline to Apply: 08/05/2015 6:00 PM

GIS/CAD TECHNICIAN I/II/SR Energy Department Full-time
Regular Position

Posted: July 29, 2015

Essential Duties: This is skilled technical engineering work performed in the field or office providing technical supervision, leadership, and expertise in support of a variety of engineering projects and involves the advanced operation, maintenance, coordination, and analysis of GIS/CAD systems and other general engineering systems. The individual appointed to this position will be required to perform the following duties: assist GIS Analyst and management team with the creation, update, and correction of GIS/CAD datasets; attribute spatial and tabular data; develop technical GIS programs; structure database programs; modify external GIS processes to fit departmental needs; direct and train others in GIS programs; supervise work groups and subordinate technicians in design work; provide training and assistance to subordinates and staff, train others in the use, programming, and maintenance of applicable equipment; maintain computerized updating programs for engineering related records and statistics for GIS; analyze and collect GIS data; operate and maintain the GIS and/or CAD systems; advise on purchasing upgrades and
system changes; recommend purchasing of department equipment including hardware, software, plotters, copiers, etc.; assist department members, other City personnel, and the public in locating and researching needed information and generating maps; review, approve, and manage joint use attachment issues and requests; perform utility locating as needed; assist other staff members as needed, and perform other related duties as required.

**Minimum Requirements: GIS/CAD I:** Associates degree in drafting or design technology or closely related field and one year of job-related experience which must have included the use of a GIS or CAD system; **GIS/CAD II:** A) Associates degree in drafting or design technology or closely related field including completion of a GIS course and either two years experience as a GIS/CAD Technician I or three years of comparable job-related experience which included the use of a GIS or CAD system; **SR GIS/CAD:** Associates degree in drafting or design technology or closely related field including completion of GIS certification and either two years experience as a GIS/CAD Technician II or five years of comparable job-related experience which must have included the use of a GIS or CAD system. At all levels, an equivalent combination of job-related education and experience may be used (substituting each one year of post-secondary education/training for six months of experience). Note: Employees may be required to pass department proficiency tests during the probationary period in order to retain position New hire probationary period is one (1) year.

**License:** Valid, lawful driver’s license is required at time of appointment. Applicant may be disqualified on the basis of an unacceptable driving record as reflected by the State Department of Motor Vehicles.

**Selection Factors:** Knowledge of: AutoCAD, ESRI, Milsoft software, database and mapping products; spreadsheets,
word processors, databases, Microsoft DOS, Windows, Network systems, scanning, and other engineering-related computer programs; operation of plotters, printers, locating equipment and resistograph pole testing equipment; drafting methods and techniques in engineering drawing; the operations, functions, theories, and terminology common to GIS/CAD operations; policies and procedures established for the work system; and related laws, codes, rules and regulations governing related functions of the position. Ability to supervise subordinate employees effectively; coordinate, organize, and implement all GIS needs; learn and keep current with technological advances; develop and maintain effective working relationships with the public, coworkers, and supervisors; communicate effectively both orally and in writing; and exercise sound judgement in completing required tasks with a minimum of direction. Skill in performing duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; database development, interfacing with other graphics and non-graphics applications, and CAD map and drawing techniques and procedures; using ADE to perform SQL queries in the extraction of data; training others in AutoCAD & ArcGIS; and creating programming menus, fields, and applications.

**Salary:** GIS/CAD I: $1,292 _ $1,782 biweekly (range 20); GIS/CAD II: $1,425 _ $1,965 biweekly (range 22); SR. GIS/CAD: $1,571 _ $2,166 biweekly (range 24). Payment will be made by direct deposit and position includes a full benefits package, including: medical, dental, life, and LTD insurance plans, retirement plans, employee assistance and wellness programs, and sick, vacation, and holiday leaves. Optional plans available include: health care and dependent care flexible spending accounts, a health savings account, vision and AD&D insurance, legal assistance, home and auto insurance, ID theft protection, supplemental medical insurance, and deferred compensation (401k, 457 & IRA) plans. Overtime will normally be accrued as compensatory time. [NOTE: This position is the first level of a
three-tier career series. Appointment or advancement to a higher level of the series is based on the recommendation of the department director and completion of the associated requirements. If appointed directly at higher than the entry level, applicant must satisfactorily demonstrate the required proficiencies during the probationary period.

**Screening:** Based on meeting the minimum requirements and job-related experience, skills, knowledge, and education. Criminal background checks are conducted on all City positions. Non-disclosure may result in dismissal.

**Physical/Environmental Factors:** This work requires sitting and/or standing at a drafting table and/or computer for extended periods of time; pulling drawings in and out of files; lifting and using rolls of plotter and blueprint paper; walking, stretching, bending, and carrying heavy equipment (20-50 lbs.); exposure to adverse weather conditions, heavy traffic, rough terrain of unimproved roads and trenches, chemical fumes, flammable materials, and the emotional stress of the work environment.

**Pre-employment Testing:** Prior to appointment, applicant will be required to successfully pass a drug screening and background investigation. Individuals with unsatisfactory drug screening results will be ineligible for appointment or application to any Provo City position for a minimum period of six (6) months.

**To Apply:** Apply online at [www.provocity.jobs](http://www.provocity.jobs) or at the Provo City Department of Human Resources located at 351 West Center, Provo, UT, before 6:00 p.m. on the closing date.

**Closing Date:** Wednesday, August 5, 2015.