CLASS SPECIFICATION

GEOMATICS TECHNICIAN

DEFINITION

Under general supervision, creates, verifies, and checks parcel information for the land development database in accordance with the Inter-local Technical Map Check Program; performs a variety of complex geomatics engineering assignments requiring the application of geomatics principles, practices, and theories; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Four years of full-time experience working with geographic information systems (GIS) and CAD; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver’s license is required at the time of appointment.

SUPERVISION EXERCISED

NA

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Create and verify parcel database for land development using the Inter-local Map Check Program; perform technical map check of survey, parcel, land, and subdivision maps; create and maintain street and address database for Washoe County; post all new mining claims to digital maps for County Recorder.

Skillfully use AutoCAD, ArcCAD, and ArcINFO software packages; generate AutoCAD maps for submission to the various stakeholders such as the Washoe County School District, Washoe County GIS division, and Assessor’s Office; design and provide exhibits, illustrations, and cartographic products for presentations, studies, and technical reports.

Retrieve and verify GIS information and digital maps submitted from various other agencies and compare to Washoe County parcel database; review easement and boundary line adjustment documents; maintain and distribute congested area maps.

Prepare construction drawings for roadway grading and drainage systems; post all new maps for technical check to County website, enter fees, and submittal information; maintain County website for Public Works/Engineering, roads, General Services, Regional Animal Services, and Facilities Management.

Evaluate and maintain CAD software including upgrades and licensing; assist, advice and consult personnel on mapping and CAD problems.

Review and approve all new street names submitted; maintain regional and/or countywide street name database and post new street names and regional street director to County website; assign and resolve addresses for parcels in Washoe County.

Generate maps and illustrations for Public Works and Engineering for presentation to Board of County commissioners, general public and recordation.
JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:
Departmental/division policies and procedures.

Procedures and functions of the assigned position.

Technical and computer drafting and mapping methods and software.

Technical drafting and graphic presentation.

Basic principles of geomatics engineering, civil engineering, surveying, mapping, and construction.

Geographic Information Systems (GIS); spatial data management and computer software specific to the department/division.

Mathematics including algebra, geometry, and trigonometry.

Ability to:
Plan and organize work to meet schedules and deadlines.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Use AutoCAD and GIS software.

Operate various computers, workstations, digitizers, plotters, and printers.

Interpret county and other agency standards.

Work independently.

Provide training for other staff in basic digitizing and coding maps for the GIS database.

Interpret and apply legal descriptions, property descriptions, charts, maps, diagrams, regulations, policies, and procedures.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with contractors, developers, vendors, division staff, and representatives of other departments.

SPECIAL REQUIREMENTS
Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to frequently stand, walk, stoop, and kneel. Ability to lift and move objects weighing up to 25 lbs. Ability to use a drafting machine, blueprint equipment, digitizers, plotters, printers, computers, and manual drafting equipment. Ability to use office equipment including copiers, telephone, and FAX machine.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.