

CLASS TITLE: ENGINEERING GIS SENIOR ANALYST

PURPOSE OF CLASSIFICATION:

Under general supervision performs skilled technical and professional work in the maintenance and analysis of Geographic Information System (GIS) and Computer Aided Drafting and Design (CADD) data, coordinates GIS/CADD projects and acts as lead over Engineering GIS Analysts and Technicians, provides training and support for GIS/CADD users, and performs other related assigned duties.

ESSENTIAL TASKS:

- Acts as lead over other Engineering GIS personnel as assigned
- Maintains GIS databases of assets in the engineering atlas and assigns editing work
- Provides Quality Assurance for database in area of specialty
- Performs spatial analysis, database queries, and uses models/programming to automate
- Assists with coordination of GIS projects and supports users of GIS and other software
- Performs research to update GIS databases
- Accesses data sources and perform analysis for creation of advanced maps
- Assists in preparation of various technical reports
- Acts as liaison for area of specialty within and outside department
- Maintains computer equipment
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Completion of 120 hours from an accredited college or university in a field of study relevant to the essential tasks, and four (4) years of experience in Geographic Information Systems (GIS)/ Computer- Aided Drafting and Design (CADD) and engineering graphics; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills:

Comprehensive knowledge of the techniques and terminology of civil engineering, geography, surveying, mapping and coordinate systems; comprehensive knowledge of enterprise GIS architecture, design, implementation and project management; considerable knowledge of methods and techniques used in systems analysis and design; considerable knowledge of engineering practices and mathematics required to perform technical calculations; considerable knowledge of the methods, materials, and instruments used in both traditional and Computer-Aided Drafting and Design (CADD) and EDM software, word processing, access/excel, graphics, and database software; and knowledge of spatial programming languages. Ability to work independently as well as well as part of a team and to recognize, analyze and solve complex spatial problems; ability to analyze issues and to formulate sound concepts; ability to train others in intermediate GIS work or other related activities; ability to evaluate and coordinate the work of others; ability to perform data analysis and data queries; ability to read and interpret complex legal descriptions; ability to be accurate and detail-oriented; ability to effectively communicate both verbally and in writing and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements:

Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently; may be subject to walking, sitting, standing for extended periods, reaching, and bending; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certifications:

Possession of a valid Oklahoma Class "D" Driver License.

WORKING ENVIRONMENT: Working environment is primarily indoors, in an office setting and may require travel to other City facilities.

Class Code: 8557

EEO Code: N-03

Pay Code: AT-40

Group: Clerical and Administrative

Series: Data Processing and Information Services

Effective Date: 12/29/2021

