CLASS TITLE: ENGINEERING GIS TECHNICIAN

PURPOSE OF CLASSIFICATION:
Under general supervision, assists Engineering GIS staff with the creation of spatial data and mapping applications using Geographic Information Systems (GIS), Computer-Aided Design/Drafting systems (CADD), and other related assigned duties.

ESSENTIAL TASKS:
- Maintains GIS databases of assets in the engineering atlas
- Assists with spatial analysis and database queries for Engineering Services
- Collaborates in producing maps
- Assists with research to update GIS databases
- Accesses data sources for creation of maps
- Verifies complex plats
- Prepares data for consultants
- 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 sixty (60) college hours in the field of study relevant to the essential tasks, and three (3) years of experience in GIS/CADD and engineering graphics.

Knowledge, Abilities and Skills:
Considerable knowledge of enterprise GIS architecture, design, and implementation; considerable understanding and knowledge of methods and techniques used in systems analysis and design; considerable knowledge of GIS software and analytical solutions, processes, and enterprise geodatabase creation/editing/maintenance; and some knowledge of spatial programming languages; considerable knowledge of the methods, materials, and instruments used in both traditional and CADD and electronic data management software, word processing, Access/Excel, graphics, and database software; considerable knowledge of the techniques and terminology of civil engineering, geography, surveying, mapping and coordinate systems; considerable knowledge of engineering practices and mathematics required to perform technical calculations; and knowledge of spatial programming languages preferred. Ability to work independently as well as part of a team and to recognize, analyze and solve complex spatial problems; ability to digitize and georeference a paper map or plat; ability to analyze issues and to formulate sound concepts and perform data queries for Engineering Services; ability to read and interpret complex legal descriptions; ability to be accurate and detail-oriented; 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: 3583

EEO Code: N-03
Pay Code: AT-32

Group: Group: Clerical and Administrative
Series: Data Processing and Information Services

Effective Date: 1/12/2022