

**Title:** GIS Technician II  
**PG:** 49  
**Status:** Civil Service  
**Position Reports to:** Designated Supervisor  
**Department:** Various

**Class Code:** 3052  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is skilled technical work involved in performing drafting and related tasks for the preparation and maintenance of engineering maps, designs, drawings and records. Work also involves the use of personal computers, calculators and other technical data processing and data gathering devices. Work is performed under the general direction of an appropriate supervisor and checked for accuracy, quality and the ability to complete work in a timely and cost-effective manner.

**ESSENTIAL FUNCTIONS:**

1. Develops maps, graphics and/or engineering drawings from sketches, verbal information or from field observations using ESRI's ArcGIS software, Computer Aided Design and Drafting (CADD) software or similar programs.
2. Performs the function of converting existing maps and/or engineering drawings to a computerized database.
3. Develops and maintains an efficient filing and records system.
4. Develops and produces presentation graphic materials.
5. Responsibilities include various tasks and assignments involving both office and field duties, which include engineering drafting, field inspection and related work.
6. Interpret and plot survey field notes and plans layouts from engineering notes through computer assisted programs.
7. Develops and administers minor technical projects.
8. May coordinate the work of lower level staff in order to complete projects in a timely manner.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of applications in a GIS environment.
2. Ability to understand and extract pertinent information from technical data or reports.
3. Ability to learn the Polk County Property System, interpret legal property descriptions and understand easement terminology.
4. Knowledge of coordinate systems related to computerized mapping.
5. Knowledge of techniques used in updating and maintaining data within an ESRI GIS environment.
6. Knowledge of engineering theory, practices, standards and methods used in office and field engineering for design, construction, surveying and mapping.
7. Ability to read and interpret plan specifications and engineering drawings.
8. Ability to assist engineers, planners, other business professionals and management in various statistical analyses to include; survey work, maintain surveying equipment and perform engineering/surveying calculations.
9. Ability to perform some manual labor.
10. Ability to communicate effectively, both verbally and in writing.
11. Ability to establish and maintain effective working relationships with co-workers, other City employees, consultants, developers and the general public.

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**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis and up to 40 pounds occasionally with routine keyboard operations, operation of City general purpose vehicles (automobile or pick up truck), some job duties may be performed in an office environment while other duties may require field work at various outdoor job sites.

The job risks exposure to no significant environmental hazards, and occasional exposure to extreme noise levels, dusts pollen, bright or dim lights, extreme cold or heat, wet or humid conditions, fumes, noxious odors.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Successful completion of two (2) years of accredited college courses in a degree seeking program, including courses in mathematics and statistics or business course work.
2. Three (3) years of experience in GIS maintenance using ESRI's ArcGIS or similar software.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid telephone number.
3. Must be able to attend meetings at locations other than primary work location.
4. Must work overtime, or alternate hours, as necessary for the efficient operation of the department.
5. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.