



## CAD/GIS Technician

### Electric

#### JOB SUMMARY

This position performs technical duties in the development and maintenance of utility system maps.

#### MAJOR DUTIES

- Utilizing CAD (computer aided design) along with ESRI products (Environmental Systems Research Institute) while utilizing and maintaining maps of the electric distribution system.
- Operates GIS and GPS (Global Positioning System) hardware and software to map and update electric inventories into the GIS database with corresponding attributes.
- Prepares thematic printed maps, and publishes for city-wide uses as assigned.
- Provides assistance for the operations of the systems operations center as required.
- Assists technicians with substation operations as required.
- Responds to after-hours emergencies as required.
- Acquire and Maintain ITS (Integrated Transmission System) certification.
- Performs related duties.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of CAD and ESRI principles and practices.
- Knowledge of electric utility terminology.
- Knowledge of electric distribution system installation, maintenance and repair principles.
- Knowledge of department policies and procedures.
- Skill in the development of maps and other forms of geographic data reporting.
- Skill in the operation of computers and job-related software programs.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Technical Services Superintendent assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include department policies and procedures and software user manuals. These guidelines require judgment, selection and interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of varied technical CAD and ESRI duties. The scope of the system combined with the need for accuracy contributes to the complexity of the position.
- The purpose of this position is to develop and maintain maps of the electric distribution system. Success in this position contributes to the efficiency and effectiveness of a variety of department operations.

#### CONTACTS

- Contacts are typically with co-workers, other city employees, representatives of state and federal agencies, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching or stooping. The employee frequently lifts light objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

### **MINIMUM QUALIFICATIONS**

- High School diploma or GED. Associate Degree in a related field, preferred.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to three years.

**THE CITY OF GRIFFIN IS AN EQUAL OPPORTUNITY EMPLOYER**