

Hendricks County
Job Description

Title: GIS-GPS/AutoCAD Technician

FLSA Status: Non-Exempt

Department: Surveyor

Pay Band: OSS 2

Supervisor: Surveyor

PURPOSE OF POSITION:

To assist & advance the Surveyor's Office use of AutoCAD Design, GIS, GPS, & Cornerstone equipment/software to improve such programs and better serve residents, other offices, and other entities. Assisting in all positions of the office as needed.

ESSENTIAL FUNCTIONS:

- Create CAD drawings of Section Tie Cards and Legal Drain profiles
- Work with all users of the surveyor's office GIS system.
- Work with the surveyor's office GIS vendor.
- Ensure that all GIS information is up to date and correct.
- Update all drainage information and section stone information on the GIS.
- Assist the surveyor technician in providing data to be installed on the GIS.
- Assist the drainage inspectors in providing data to be installed on the GIS.
- Manage the INHC CORS station to ensure continuous information flow.

NON-ESSENTIAL FUNCTIONS:

- Assists the drainage inspectors on the history of the regulated drains.
- Locates and labels section corners on the GIS system.
- Locates and labels drains on the GIS system.
- Assist outside contract companies as directed by Surveyor
- Performs other duties as assigned.

EDUCATION AND QUALIFICATION REQUIREMENTS:

- High school diploma or GED
- Ability to use AutoCAD and/or Civil 3D software
- Basic knowledge of drafting and surveying techniques and equipment
- Experience in land surveying and drainage concepts
- Ability to interpret and plot all forms of legal descriptions
- Ability to read and interpret blue prints, plot plans and maps
- Strong math skills (algebra, geometry and physics)
- Working knowledge of drainage regulations
- Advanced computer skills

- Ability to design a storm drainage system in AutoCAD
- Ability to understand drainage calculations and their application to the drainage design
- Ability to effectively and tactfully deal with other people
- Working knowledge of English grammar, spelling and punctuation
- Ability to effectively communicate orally and in writing with co-workers, other County departments and municipalities, regulation agencies, utilities, consultants and public
- Ability to properly operate standard office equipment, including calculator, computer, printer, copier, telephone, scanner, plotter, digital camera, and erosion control devices
- Ability to effectively use a variety of technical reference materials, and department software, such as network, GIS, word processing, spreadsheet, and operation ms4
- Ability to plan and lay out assigned work projects, work alone and with others in a team environment with minimum supervision, and maintain appropriate, respectful interrelationships with co-workers and the public
- Ability to understand and follow written and oral instructions/directions, and appropriately respond to constructive criticism
- Ability to work on several tasks at the same time, and complete work effectively amidst frequent distractions and interruptions
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons
- Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct
- Must be able to maintain and possess a valid Indiana driver's license

RESPONSIBILITY:

Incumbent works independently using regulations and ordinances as a guide to perform duties. Some judgment is required when applying related codes, laws and ordinances to varied situations, but major deviations from normal procedures are directed to the Surveyor. Errors in work are usually discovered by occasional checks, and errors can cause substantial inconvenience to contractors and the public.

WORKING RELATIONSHIPS:

Working relationships are with supervisor, associates in same department, other county departments, developers, engineers, contractors, governmental agencies and the general public for the purpose of communicating factual information and ensure compliance with codes.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Some of the work is performed outdoors with exposure to inclement weather.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of GIS-GPS & AutoCAD Technician in the Surveyor's Department describes the duties and responsibilities of this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee signature

Date

Printed Name