

Department GIS/Mapping Technician I

DEFINITION OF WORK

Under direct supervision, the purpose of the position is to perform technical design work within the Planning and Inspections Department by creating the output of technical maps, land use plans and photos, site plans for graphic presentations, entering data to update technical drawings and maps, and assisting the general public and local governments with locating data and information and reproducing maps. Employees update technical drawings and maps using digital mapping programs in GIS, AutoCAD and Photoshop.

EXAMPLES OF WORK

Employees research property ownership, location, acreage, easement and Right of Way information by utilizing deeds, plats, legal documents and other records for the purpose of developing and maintaining maps for rezoning, waivers, and Board of Adjustment site plans. Create sketch maps for Rezoning and Board of Adjustment cases. Produce digital copies of tax maps for use in field survey work and prepare list of pin numbers to key into database to create address mailing list. Conduct field work surveys to gather land use information needed for maps and technical documents. Photograph site information with digital camera. Create and update land use data base. Maintain and update files and documents for all Zoning and Board of Adjustment cases. Prepare set up and break down displays and equipment for various staff and board meetings. Provide updated zoning information to Zoning Officers and Tax Administrator's Office. Provide general and technical assistance to land owners, County agencies/employees, and the general public regarding property location, zoning classification, topographic and ortho-photo maps, and zoning information. Employees perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Associate's degree in cartography, civil engineering, land surveying, or a related field and one year of experience and/or training in cartography work, CAD and GIS; or an equivalent combination of education and experience.

Trainee appointments will be considered.

Knowledge, Skills, and Abilities:

Considerable knowledge of the methods, procedures, and policies of Cumberland County as such pertains to the performance of the essential duties of the position. Working knowledge of the principles and practices of legal deed descriptions, drafting and cartography, to include utilizing department specific CAD and/or GIS software(s); Microsoft Office and Adobe Photo Shop software; organization of the Department, and of related departments and agencies; occupational hazards and safety precautions required to perform the essential functions of the work. Some knowledge of the laws, ordinances, standard, and regulations pertaining to the essential duties and responsibilities of the position. Ability to establish and maintain cooperative and effective working relationships.

SPECIAL REQUIREMENTS

Must have or obtain within two to three years certification in Property Mapping from the NC Property Mappers Association. Certification requires completion of 24 hours Mapping School with a passing grade on the exam and a minimum two (2) years employment with a governmental agency. Certified Mapper within three (3) years and maintain certification. Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

The worker is exposed to both inside and outside environmental conditions to include subject to extreme cold and heat. Tasks may risk exposure to adverse environmental and atmospheric conditions, such as dirt, dust, pollen, mold, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, traffic hazards, toxic agents, violence, animals, insects, disease, or pathogenic substances. Requires the ability to perform coordinated movements needed to operate office equipment, computers and drafting instruments. Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate sound. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert moderate physical effort in light work, typically involving some combination of stooping, climbing, balancing, reaching, standing, walking, fingering, grasping, feeling, talking, hearing, repetitive motions, kneeling, crouching and crawling, and which may involve lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Some of these activities occur on a monthly basis with duration of approximately one week of outdoors field work, while others are done on a daily basis to complete the duties of the position's work.