



CLASS SPECIFICATION

Class Code: 60016132
Date Established: 05/2007
Last Reviewed: 11/2021
Last Revised: 11/2021
Last Title Change:
FLSA: non-exempt
Probation: 12 months

GEOMATICS TECHNICIAN

DEFINITION

Under general supervision, verifies and checks parcel information for the land development database in accordance with the Inter-local Technical Map Check Program; performs a variety of complex geomatics engineering assignments requiring the application of geomatics principles, practices, and theories; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Four years of full-time experience working with geographic information systems (GIS) and computer-aided design CAD software; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises no direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Perform technical map intake and initial technical review of survey, parcel, land, and subdivision maps. The technical review will include but will not be limited to, individual lot and exterior boundary closures, review of legal descriptions and deeds for land parcels, and a quality control review of the maps.

Create and verify parcel database for land development using the Inter-local Map Check Program.

Review and post all new mining claims to digital maps for County Recorder.

Generate maps, designs and provides exhibits, illustrations, and cartographic products for presentations, studies, and technical reports.

Retrieve and verify GIS information and digital maps submitted from various other agencies and compare to Washoe County parcel database; review easement and boundary line adjustment documents; maintain and distribute congested area maps.

Post and maintain all new maps for status of technical check to the County's permitting website, enter fees, and submittal information.

Provide support to the Street Naming Committee including assigning and resolving addresses for land parcels in Washoe County.

Answer internal and external customer inquiries on a variety of technical map and survey related topics.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/division policies and procedures.

Procedures and functions of the assigned position.

Ability to:

Interpret County and other agency standards.

Work independently.

Provide training for other staff in basic digitizing and coding maps for the GIS database.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other methods and techniques.)*

Knowledge of:

Basic principles of geomatics engineering, civil engineering, surveying, mapping, and construction.

Geographic Information Systems (GIS); spatial data management and computer software specific to the department/division.

Technical and computer drafting and mapping methods and software.

Technical drafting and graphic presentation.

Mathematics including algebra, geometry, and trigonometry.

Ability to:

Plan and organize work to meet schedules and deadlines.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Use a variety of GIS software packages such as AutoCAD, ArcMap, ArcInfo, ArcGIS

Operate various computers, workstations, digitizers, plotters, and printers.

Interpret and apply legal descriptions, property descriptions, charts, maps, diagrams, regulations, policies, and procedures.

Communicate effectively, both orally and in writing.

Establish, foster and maintain effective and collaborative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently stand, walk, stoop, and kneel. Ability to lift and move objects weighing up to 25 lbs.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.