

## CITY OF MARGATE, FLORIDA JOB DESCRIPTION

### **JOB TITLE: GIS SPECIALIST (Job Code 494.)**

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#### **GENERAL STATEMENT OF JOB**

Under the general direction of the Director of the Department of Environmental & Engineering Services (DEES) or the Director's designee, performs professional level work in coordinating the departments Geographical Information System. Work includes assisting in the creation and maintenance of the GIS database for the City. Work is reviewed through conferences and written reports for results obtained.

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Creates and maintains GIS database for the City. Designs database to include needs of other City departments.

Compiles geographic data from a variety of sources including censuses, field observations, satellite imagery, aerial photographs, and existing maps.

Uses Global Positioning System (GPS) equipment and conventional measuring methods for locating and documenting of City infrastructure and other assets, as deemed necessary.

Uses computer assisted design (CAD) equipment and software, designs and/or drafts sketches of proposed public works project.

Prepares metadata and other documentation.

Develops scripts and applications (AML, Avenue, Visual Basics, etc.) to automate common tasks.

Provides technical advice to supervisors

Analyzes geographic relationships among varying types of data.

Creates maps and graphs using GIS software and related equipment.

Prepares a variety of studies, reports, and related information for decision-making purposes.

Assist in the preparation of CAD engineering plans and specifications, and in the preparation of sanitary sewer, water, storm drainage, and street system maps, zoning and planning maps, databases and comprehensive plans.

Draws charts for representation of statistical data; draws finished designs from sketches.

Plots legal description for dedications, annexations, local improvement districts, easements or condemnations.

Plots records, maps and other data obtained for such typical municipal systems as streets, sewer mains and stubs, water mains, hydrants and zoning district designations, etc.

Assists in the maintenance of engineering, planning, and infrastructure records. Assists in preparing as-built plans for street, sewer, water, or street light and landscaping systems.

May perform a variety of office related functions, including preparing permits, correspondence, presentation materials, brochures, reducing field notes, printing materials, answering phones and responding to inquiries from contractors, developers, property owners, staff and the general public.

Performs related duties as assigned.

Perform emergency response duties as directed.

## **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree from an accredited college or university with major course work in Geographical Information Systems, Geography, Surveying/Mapping, Engineering, Planning, Computer Science, or closely related field; supplemented by minimum two (2) years of work experience in GIS software applications; or an equivalent combination of education, training and experience.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve some walking, standing, bending, stooping, some lifting and carrying objects of light to moderate weight (5-25 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read various disciplines languages, i.e. engineering, mechanical, electrical.

Intelligence: Requires the ability to apply principals and methods of computing spatial information systems.

Verbal Aptitude: Must communicate efficiently and effectively in Standard English. Must speak with poise, confidence, and voice control. Must communicate in professional engineering terminology as needed.

Numerical Aptitude: Requires the ability to add, subtract, multiply, and divide; interpret graphs; calculate decimals and percentages; utilize geometric and trigonometric principles.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately for drafting tasks and in handling materials and instruments. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments and backgrounds in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks require frequent exposure to adverse environmental conditions.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of personal computing and computer-aided design and drafting, including AutoCAD, ArcView, Arc Info or related software; some knowledge of civil engineering principles, practices and methods as applicable to a municipal setting.

Knowledge of mathematical engineering applications, land surveying methods and general city operations.

Knowledge of applicable city policies, laws, ordinances and regulations affecting department activities.

Ability to prepare, organize, and maintain CAD files and related office data, reports, systems.

Ability to effectively communicate complex technical information, orally and in writing.

Ability to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

Ability to establish effective working relationships with employees, contractors, developers, officials and the general public.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date