

LANCASTER COUNTY GIS MAPPING TECHNICIAN

NATURE OF WORK

This is entry-level, computer drafting work producing, revising and maintaining digitized land area maps, drawings, plans and related items.

Work involves interpreting and entering GPS data, legal document information, field notes and land surveying statistics into a computer mapping/database system in order to generate digitized maps. Work also involves creating and maintaining computer records files regarding land parcel location, deed modifications and history. Work is examined upon completion by supervisory and technical personnel to ensure conformance with instructions, quality, accuracy and standards. An employee in this class works under the supervision of an administrative superior with work being reviewed in the form of reports, conferences, and results achieved.

EXAMPLES OF WORK PERFORMED

Translate Global Positioning System (GPS) data, legal deeds, field notes and land survey reports for input onto maps and drawings into a Geographic Information System (GIS) workstation; write and update Arc Macro Language (AML); create survey description pages.

Generate maps utilizing coordinate geometry to denote specific land and property location, geography and topography attributes.

Produce and maintain detailed source and method notes concerning the location of routine and complex land parcels; create historical records related to the mapping activities/specification of section plats.

Demonstrate and explain computer systems software capabilities to potential users; identify and compile database information to create specific maps given situational requests; complete special mapping and documentation projects, as assigned.

Comprehend and apply technical information related to the functions of geographic information systems.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the terminology, methods, equipment practices, instruments and techniques of computerized drafting.

Knowledge of coordinate geometry and trigonometry as applied to computer drafting.

Knowledge of computer system operating commands and Computer Aided Design/GIS work stations.

Some knowledge of the basic principles of engineering as applied to surveying, engineering design and construction work.

Ability to create detailed maps with computer drafting equipment including plotters, scanners, printers and imaging hardware/software.

Ability to read and interpret various maps, graphs, legal documents, charts, engineering plans and survey notes.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Completion of an Associate's Degree in civil engineering drafting or computer systems, plus some experience in CAD or GIS drafting.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by course work in computers, engineering, GIS drafting or related area, and some experience in civil engineering drafting, CAD systems or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Personnel Director