

Job Description #3

Job Title: PSM / GIS Specialist

Grade: 17

Status: Exempt

Page: 1

Department Head: GIS Manager

Summary Job Description:

The Professional Surveyor and Mapper (PSM) / Geographic Information Systems (GIS) Specialist utilizes surveying, GPS and GIS technology to map spatial information. The PSM / GIS Specialist performs all aspects of surveying work including administrative and responsible charge duties for in house certified surveys required by CCUA. The position is also in responsible charge of CCUA operations as they relate to any survey or GPS operations.

License or Certification Required:

Florida Professional Surveyor and Mapper License

Educational Requirements:

Bachelor's degree in surveying, geography, or related field of study.

Experience Required:

Minimum of one year in surveying or related field.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job:

Routinely required to stand, walk, reach, climb, balance, stoop, kneel and crouch while performing job duties.

Must have no physical deformities, loss of limbs, impairment of bodily motor functions, limiting mobility to walk or use arms and hands for various duties such as lifting a variety of package sizes, materials or equipment.

Eyesight may be corrected to meet no less than the minimum acceptable level for issuance of a Florida Driver's License.

Must be able to hear 30 db in normal range and have a spoken voice in a normal tone to send/receive messages and instructions by wireless radio, telecommunication equipment or in person.

Must not have any medical or mental disorders that would preclude you from operating an Authority vehicle, equipment, or complying with all Clay County Utility Authority's safety rules and regulations in a manner that does not pose a direct threat to either yourself, your co-workers or the general public. The Authority will consider whether there is a reasonable accommodation available that would eliminate this risk or reduce the risk so that it is below the level of a "direct threat".

Work Environment:

While performing the duties of this job, the employee regularly works in an office environment with frequent visits to the field.

The noise level in the work environment is usually moderate.

The work environment characteristics described here are representative of those an employee encounters while

performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Listing of Specific Duties:

Individual will be in responsible charge of planning, assigning, coordinating surveying / GPS projects and / or operations.

Supervises and performs field work and layout in support of CCUA construction projects that will be performed by CCUA's construction crews.

In responsible charge of internal operations related to certified surveys. In responsible charge of conducting surveys, performing mathematical calculations, checking field notes and ensuring necessary corrections.

Performs GIS as-built updates and assist with all miscellaneous GIS projects.

Maintains CCUA's graphical control points and system controls. Establishes new controls where needed and maintains corresponding data files and hardware.

Create and prepare surveys, maps, tables and graphical reports as needed.

Collect, prepare and digitize spatial information into a GIS or CAD format.

Collects and organizes data from a wide variety of sources; exercises judgment concerning conflicting/inaccurate data; reads and interprets a wide variety of geographic, property, as-built, mapping and other forms of information.

Effectively manage multiple tasks and work under pressure to meet deadlines.

Follow all CCUA policies and procedures

Assist CCUA's engineering department in managing and coordinating professional surveying services performed by professional surveyors under CCUA's continuing services contracts.

Any and all other lawful and reasonable requests made by authorized personnel to ensure the smooth operation of the utility or to protect public health or the environment.

Software Knowledge Requirements:

ArcGIS 9.x,10, 10.x (ArcGIS for Desktop (formerly ArcView, ArcEditor))

AutoCAD 20xx

FAST Survey / Carlson's Surv CE

Hardware Knowledge Requirements:

Spectra Precision's Ashtech ProMark 800

Spectra Precision's MobileMapper 10 / 20