GIS Technician

Job Code 00007172

**General Description**
Responsible for creating and providing GIS and mapping services for facilities operations.

**Examples of Duties**
- Provide, maintain, and update instructive campus maps and information.
- Archive, manage, and provide all building plans and various manuals.
- Update, maintain, and publish utility map information files.
- Maintain and update building CADD files.
- Organize, maintain, and update the plan room.
- Plot and provide building plans and maps.
- Create various thematic maps and GIS databases for planning and analysis purposes.
- Research the boundaries of various university properties for property map creation and maintenance.
- Take photos of construction projects to assist in utility based map accuracy.
- Draft new designs and site maps for various future construction projects.
- Research, develop, and implement new techniques in GIS, mapping, and CADD file maintenance.
- Supervise and manage student worker.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** GIS and Cartography theories, principles, and implementation, Geology, maintenance and repair of high-end measuring and plotting equipment.

**Skill in:** Preparing clear, concise, and detailed maps, reports, research, and descriptions, working as a team member, and establishing rapport with a variety of clients, determining property boundaries, elevations, and building placements.

**Ability to:** Understand employer’s policy and procedure manuals, technical manuals, blue prints and schematics, use measuring devices, compare and verify columns of numbers, calculate area, water flow, heights, and angles.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**

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