CLASS TITLE: ENGINEERING GIS MANAGER

PURPOSE OF CLASSIFICATION: Under general directions is responsible for the overall guidance of the Engineering Services – Engineering Geographic Information Systems (GIS) Program, managing the technical, administrative, and supervisory work in specialized applications and specialized systems environments and coordinates maintenance of the velocity, quality, and consistency of GIS, database information, and Computer Aided Drafting and Design (CADD) for engineering divisions; and performs other related assigned duties.

ESSENTIAL TASKS:
- Manages Engineering Services GIS databases, engineering drawings, and personnel, as well as group projects
- Manages Engineering GIS staff, plans and reviews staff performance, provides counseling and guidance for assigned staff, manages and approves staff timecards
- Manages computer equipment for the Engineering Services Department, working directly with the Information Technology Department for electronic equipment procurement, licensing, and vendor agreements
- Participates in department budget planning as it relates to operations, training and electronic equipment
- Liaises with all divisions of Engineering Services and other City departments making decisions based on budget, policy, and resources to improve data quality in the Engineering Online Atlas, attending various meetings to communicate, coordinate and contribute to meeting the City's needs
- Ensures data integrity leading staff responsible for running regular quality assurance and quality control audits on existing assets
- Manages disaster recovery procedures working with the Information Technology Department to ensure data is properly stored, safeguarded, and replicated
- Maximizes productivity of GIS and CADD systems managing staff and other resources to obtain desired outcomes
- Must report to work on a regular and timely basis

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

QUALIFICATIONS:
Training and Experience: Graduation from an accredited college or university with a bachelor's degree in civil engineering/surveying, computer science, GIS, geography, geology, CADD or related fields, and seven (7) years of increasingly responsible experience working in the field(s) of GIS, CADD and/or engineering graphics, including three (3) years of experience in budgeting or planning; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills:
Comprehensive knowledge of the principles, practices and methods of project management as applied to managing teams working with GIS, and/or CADD procedures, hardware devices, and data analysis; comprehensive knowledge of methods, materials and instruments used in computer aided drafting and geospatial processing; considerable knowledge in the connectivity, layout, standards, and critical assets utilized in a water, wastewater, stormwater, and street utility; considerable knowledge of budget management and planning procedures; knowledge of engineering and geographic concepts; and knowledge of programming languages. Ability to supervise, plan, evaluate and coordinate the work of others; ability to work independently and to recognize, analyze and solve complex business and/or organizational challenges; ability to analyze complex systems and data, identify and resolve problems or implement procedures to ensure critical data integrity; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements:
Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently; may

be subject to walking, sitting, standing for extended periods, reaching, and bending; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certifications:
Possession of a valid Oklahoma Class "D" Driver's License

WORKING ENVIRONMENT: Working environment is primarily indoors, in an office setting and may require travel to other City facilities.

Class Code: 1205
EEO Code: E-01
Pay Code: EX-48

Group: Clerical and Administrative
Series: Data Processing and Information

Effective Date: July 28, 2021