

CLASS TITLE: ENGINEERING GIS COORDINATOR

PURPOSE OF CLASSIFICATION:

Under general direction, is responsible for directly supervising Engineering GIS staff, general quality assurance, programming, modeling, and automation of workflows utilizing Geographic Information Systems (GIS), computer-aided drafting and design (CADD) systems, and high level spatial programming languages, providing information to administrative decision-makers on a regular basis, analyzing KPIs and performance data to ensure staff productivity and efficient Engineering Services operations, providing general training and technical GIS and CADD training for Engineering GIS users; and other related assigned duties.

ESSENTIAL TASKS:

- Coordinates multiple GIS-related projects, supervises GIS staff and provides training and support for subordinates and others in the department
- Uses modeling/programming to perform complex spatial analysis and database queries and solves complex spatial and analytical problems
- Evaluates processes, methods, and tools designed to measure and monitor section performance. Develops new processes, methods, and tools where existing ones are lacking
- Writes programs or creates models that increase the reliability and accuracy of databases
- Gathers, analyzes, designs, modifies and maintains data
- Automates processes using high level programming languages to increase efficiency of Engineering Services operations and increase reliability of department data
- Analyzes, identifies, and evaluates trends and patterns in operational performance data and presents findings to a wide audience at various levels within the organization and to outside groups
- Develops maps considered to be advanced in nature utilizing high level programming language and establishes procedures to automate map production with updated information
- Assists with budgeting, departmental planning, data and user need planning, and software installation
- 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, computer drafting, or a related field, and five (5) years of experience in Geographic Information Systems software and analytical solutions, processes and enterprise geo-database creation/editing and maintenance, including three (3) years of experience working in Civil design using CADD along with comprehensive knowledge of the techniques and terminology of civil engineering, geography, surveying, and mapping,; 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 Engineering GIS and Design operations; comprehensive knowledge of enterprise GIS architecture, design, implementation and project management; comprehensive understanding and knowledge of methods and techniques used in systems analysis and design; considerable knowledge of GIS and CADD software and analytical solutions, processes, license management and enterprise geo-database creation/editing/maintenance; considerable knowledge of spatial programming languages and modeling to solve intricate spatial and analytical; comprehensive knowledge of engineering practices and mathematics required to perform technical calculations; considerable knowledge of the use of database, spreadsheet, and technical software; and good knowledge of Structured Query Language (SQL) to query databases. Ability to supervise, plan, evaluate and coordinate the work of others; ability to train others in intermediate to advanced GIS work or other related activities; ability to work independently and to recognize, analyze and solve complex spatial problems; ability to analyze issues and to formulate sound concepts; ability to read and interpret complex plans, reports, and schematics; ability to edit, organize and present clearly in verbal or written form findings and recommendations; and ability to courteously and tactfully communicate

Page 2 (continued from Engineering GIS Coordinator)

with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information, ability to make engineering calculations of moderate complexity; and ability to read and interpret complex legal descriptions related to land surveying.

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 License.

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

Class Code: 1209

EEO Code: E-01

Pay Code: EX-44

Group: Clerical and Administrative

Series: Data Processing and Information

Effective Date: September 22, 2021