

CLASS TITLE: ENGINEERING GIS ANALYST

PURPOSE OF CLASSIFICATION:

Under general supervision, performs geodatabase analysis for creation of advanced maps using multiple data sources and use of Geographic Information Systems (GIS) and Computer Aided Drafting and Design (CADD) and provides evaluation, coordination and system administration to support Engineering Services projects, and other related assigned duties.

ESSENTIAL TASKS:

- Maintains GIS databases of assets in the Engineering Services Department atlas
- Provides Quality Assurance for database in area of specialty
- Performs spatial analysis, database queries relevant to Engineering Services
- Performs research to update GIS databases
- Accesses data sources and performs analysis for creation of advanced maps
- Assists in preparation of various technical reports
- Supports Engineering Services Department users of GIS and other software
- Reviews data for consultants
- Verifies complex plats
- Maintains computer equipment
- 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: Completion of sixty (60) hours from an accredited college or university in a field of study relevant to the essential tasks, and five (5) years of experience GIS/CADD and engineering graphics.

Knowledge, Abilities and Skills:

Considerable knowledge of enterprise GIS architecture, design, and implementation; considerable understanding and knowledge of methods and techniques used in systems analysis and design; considerable knowledge of GIS software and analytical solutions, processes, and enterprise geodatabase creation/editing/maintenance; and some knowledge of spatial programming languages; considerable knowledge of the methods, materials, and instruments used in both traditional and CADD and electronic data management software, word processing, Access/Excel, graphics, and database software; considerable knowledge of the techniques and terminology of civil engineering, geography, surveying, mapping and coordinate systems; considerable knowledge of engineering practices and mathematics required to perform technical calculations; and knowledge of spatial programming languages preferred. Ability to work independently as well as part of a team and to recognize, analyze and solve complex spatial problems; ability to digitize and georeference a paper map or plat; ability to analyze issues and to formulate sound concepts and perform data queries relevant to Engineering Services; ability to read and interpret complex legal descriptions; ability to be accurate and detail-oriented; 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 License.

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

Class Code: 3584

EEO Code: N-03

Pay Code: AT-36

Group: Clerical and Administrative

Series: Data Processing and Information Services

Effective Date: 1/12/2022