



JOB DESCRIPTION FORM

Division/Department	Administration
Location	Holdrege
Job Title	Drafting / GIS Analyst
Reports to	Engineering Services Manager

Control point <u>14(5)</u>	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours <u>40</u> / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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POSITION DESCRIPTION

Prepare or assist in the preparation, recording, listing and filing of drawings, maps, graphs, charts and other visual presentations using traditional and electronic methods. Design and implement geographic information systems. Able to perform mathematical and geometrical computations. Maintain District drawings and records.

EDUCATION AND EXPERIENCE

- High school degree or equivalent education and two years vocational/technical school training, or equivalent demonstrated on-the-job training
- Experience with Geographic Information System (GIS) software and/or electronic drafting tools (AutoCAD)
- Valid Nebraska driver's license

ESSENTIAL JOB FUNCTIONS

- Prepare maps, drawings, graphs and charts from sketches, rough layouts, field notes or oral instructions
- Compute and compile data for engineering use
- Calculate the length and angles of lines, intersections of lines, circles, curves and tangents
- Calculate areas and volumes from plans, profiles and cross-sections
- Assist in the preparation of legal descriptions, deeds and easements related to land acquisition and maintaining said records
- Use digital mapping techniques for the development, revision and interpretation of maps and cartographic materials
- Analyze accounting, geographic and engineering data, records and statistics
- Perform other duties as assigned

OTHER POSSIBLE JOB FUNCTIONS

- Integrate, update and maintain GIS records and produce advanced-level digital maps
- Assist in the development, modification and maintenance of GIS data processing systems
- Assist in developing and implementing policies regarding computer data access and retrieval
- Create and maintain Macro Language files to support data retrieval and display
- Respond to inquiries concerning GIS related information
- Assist in the development and maintenance of the GIS website
- Troubleshoot problems with GIS computer software applications
- Research, test and recommend computer programs for GIS use

LIVING REQUIREMENTS

- Within 40 miles of employee's base

WORK ENVIRONMENT

- Mild work stress associated with time pressures, emergency situations, and/or changes in work priorities
- Occasional uncontrollable interruptions and distractions to planned work
- Occasional unusual working hours primarily due to emergencies

PHYSICAL ACTIVITY REQUIRED

LIFTING	Never	Occ	Freq	Cont
10 lbs			x	
11-15 lbs			x	
26-50 lbs			x	
51-75 lbs		x		
76-100 lbs		x		
+100 lbs		x		

SEEING	Never	Occ	Freq	Cont
Near Vision				x
Far Vision				x
Color Vision				x

VERBAL COMMUNICATION	Never	Occ	Freq	Cont
			x	

REACHING	Never	Occ	Freq	Cont
Out			x	
Overhead			x	
Low (below knees)			x	

CLIMBING	Never	Occ	Freq	Cont
Stairs		x		
Ladder		x		
Other		x		

AGILITY	Never	Occ	Freq	Cont
Balancing		x		
Bending Over		x		
Carrying		x		
Crawling		x		
Eye/Hand/Foot Coordination		x		
Grasping		x		
Kneeling		x		
Pulling		x		
Pushing		x		
Sitting			x	
Standing			x	

REVIEWED BY	<i>Date</i>
APPROVED BY	<i>Title</i> General Manager
DATE APPROVED	
REVISED DATE	