

MAPPING SUPERVISOR

DEFINITION

To plan, organize, direct and supervise automated mapping activities, including AutoCAD, geographic information systems (GIS), Facilities Management (FM) and, global position systems (GPS) within the Environmental Utilities Engineering Division of Environmental Utilities, and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor.

Exercises direct supervision over technical personnel as assigned.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for a variety of automated mapping, facilities management data manipulation activities and implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in automated mapping activities.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for automated mapping activities, and monitor and control related expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Supervise and coordinate automated mapping activities in support of the department's work plan in the design, maintenance, and improvement of utilities infrastructure; develop and maintain electronic mapping submittal requirements and coordinate electronic submittals with developers and consultants.

Prepare special project graphics as appropriate for council, commissions and staff reports.

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Maintain mapping records of capital improvement projects, and maintain and update software licenses as needed.

Answer questions and provide information to the public regarding department infrastructure; investigate complaints from the public and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of electronic mapping techniques and design related to public utilities, including use of AutoCAD, GIS, and GPS.

Computer databases and spreadsheets.

Use and care of computer systems, work stations, printers, plotters and scanners.

Principles of supervision, training and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

#### Ability to:

Organize, implement and direct automated mapping activities and operations.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

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Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.  
Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

### Experience and Training

#### Experience:

Four years of increasingly responsible experience in electronic, automated mapping activities using ArcInfo, Arc GIS, AutoCAD and Arc View, including one year of lead responsibility.

#### Training:

A Bachelor's degree from an accredited college or university. Major course work in civil engineering, computer-aided drafting, geographic information systems, or a related field is desirable.

### License and Certificate

Possession of a valid California driver's license upon date of appointment.

10-20-14	
04-15-06	Mapping Supervisor
07-01-02	Mapping Manager
07-01-00	Senior Engineering Specialist