

The Maryland-National Capital Park and Planning Commission

TITLE: CADD/GIS Technician GRADE: 14 DATE: 8/5/2020
SERIES: Information Technology CODE: 1356 EEO: Technician FLSA: Non-Exempt

Class Definition:

Under general supervision, performs technical work involving the production of graphics, technical drawings, maps and related materials using computer aided design and drafting (CADD) and Geographic Information System (GIS) technologies. Work involves conferring with higher grade staff to ensure understanding of assignments; collecting data and information needed to prepare, and then produce, drawings, maps and graphics; and digitalizing and entering data into base map databases. Some work may be confidential or sensitive. The work contributes to the accuracy, adequacy, timeliness and other facets of CADD and GIS support of the unit or work program of assignment. Applies knowledge of the principles, methods, practices and equipment of modern design and drafting, GIS layering/mapping and graphic representation. Follows procedures and applies standard solutions to a range of common or recurring problems in design and drafting, GIS layering/mapping and graphic representation. Interacts with people inside and outside the organization to exchange information, coordinate, instruct and guide. Performs other duties, as assigned.

Assignments are made in terms of requirements and anticipated problems. The incumbent plans and carries out the work in conformance with established policies and procedures and accepted design/mapping methods and practices, resolves commonly encountered work problems and deviations by selecting and applying the appropriate guideline(s), and brings uncommon problems to the supervisor's attention for guidance or resolution. The work is expected to be accurate and is subject to check for conformance with guidelines, quality, quantity, timeliness, teamwork, customer service and other factors.

Examples of Important Duties:

1. CADD and Graphics

- Updates and prepares new maps and graphics manually and uses computer aided software (CADD or GIS) in support of departmental staff of planners, architects, engineers, landscape architects, surveyors and cartographers in the development of master plans, functional plans, site plans and project plans.
- Assists with preparing maps or site plans to scale using legal descriptions, ownership information and other information pertaining to topography, variances, restrictions and closures. Plots angles and closures; draws curvilinear and irregular features.
- Posts record plats using CADD or GIS software.
- Prepares displays, graphics and charts with computer software.
- Generates maps from GIS databases and supports data translations to/from CADD data.

