



# Marion County Board of County Commissioners

## POSITION DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### MAPPING ASSET SPECIALIST

**Department:** Utilities  
**Pay Grade:** 112  
**FLSA Status:** Exempt  
**Job Class:** 2301  
**Risk Code:** 8810

#### JOB SUMMARY

Responsible for highly advanced technical work involved in analysis and evaluation of existing or proposed geographic information systems (GIS), and designing solutions and technical procedures to process GIS data with particular training to the implementation of GIS for Utilities department as well as GIS/CAD services toward the design, construction, and maintenance projects.

#### ESSENTIAL JOB FUNCTIONS

- Performs field review and inspection of assigned projects and improvement plans submitted to the Utilities department for approval.
- Coordinates and assists in the preparation of contract documents, permitting, agreements, and related documentation.
- Assists, participates, and coordinates in public meetings, contractor meeting, consultant meetings, and other meetings related to functional area and projects under charge.
- Supervises the construction of assigned projects and assists engineering staff in the overall planning and design of Utilities projects.
- Conducts project as-builts reviews to ensure adherence to established standards, plans, specifications, and related requirements.
- Supervises collection of field data for GIS database update.
- Performs update of GIS system utilizing field data, hard copies, and other asset information.
- Coordinates the Development Review Plan process. Reviews for sufficiency, distributes, and coordinates plans and waivers to appropriate County staff in various departments in the electronic plans review system. Reviews plans to ensure compliance with codes, laws, and regulations. Communicates department review responses to applicants and schedules meetings with staff and applicants to discuss projects.
- Researches, creates, manages, and maintains GIS spatial and tabular data to provide the users with the most current accurate available data.
- Communicates with the customer to analyze and evaluate systems and technical specifications.

- Prepares comprehensive documentation and operational instructions for the GIS applications. Prepares all training aids.
- Performs data analyses on spatial and tabular data to produce reports, maps, graphs, and/or charts as requested by management and user departments.
- Creates visual representations of GIS database and to assist department and users in optimization of their duties.
- Provides a count of existing assets for general reporting purposes that result in internal verification and external recognition.
- Assists in the use of existing asset management software and technical support.
- Assists in the development of and internal processing of infrastructure extensions, development reviews/comments, and other external projects that may impact the Utilities department.
- Creates a complete working set of construction plans utilizing AutoCAD, including but not limited to, plan/profile, cross-sections and surface, based on the design provided by the Project Engineer.
- Prepares plans, maps, and illustrations from legal descriptions, survey field notes, and other sources.
- Implements technical methodologies for creation and use of spatial and tabular data. Prepares and interprets source documents and spatial data for digital conversion.
- Supplies first-line quality control of all departmental GIS data, which includes spatial alignment, accuracy, GPS validation, etc. as required.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### **SUPERVISION**

This position is responsible for the direct supervision of one or more employees. Responsible for planning, scheduling, and coordination of work operations for the section and provides on-the-job training, continual work guidance, review of work product, and resolution of work problems. Duties include monitoring and evaluating employee's job performance.

### **QUALIFICATIONS**

#### **Education and Experience:**

Associate's degree or equivalent; and ten (10) years' experience in Geographic Information Systems (GIS) and Asset Management with formal training in current County GIS software; or an equivalent combination of education and experience.

#### **Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- ESRI certifications.
- PMP certification preferred.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to assist in development of policy, programs, plans, or procedures.
- Advanced knowledge of the current County GIS software, relational database fundamentals, and local area networking fundamentals.
- Advanced knowledge of terminology, practices, and techniques used in geographic information systems.
- Knowledge of the Land Development Code.
- Knowledge of permitting requirements of other regulatory agencies.
- Knowledge of overall planning for county-wide engineering requirements.
- Skills in organization and task prioritization.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to analyze and prioritize data.
- Ability to deal courteously and effectively with the public.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **PHYSICAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. While performing the duties of this job, the employee will regularly be required to sit, walk, climb, balance, stoop, kneel, crouch or crawl; and will frequently be required to use hands to finger, handle, or feel, reach with hands and arms, talk or hear, and taste or smell.

Updated: 8/2022

**WORK ENVIRONMENT**

Work is performed primarily in an indoor environment. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, work near moving mechanical parts, work in high, precarious places, and vibration; and will be regularly exposed to outdoor weather conditions.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

**E.O.E.** *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*