

# City of Lake City, FL

## Classification Description

---

---

**Classification Title: UTILITIES GIS/CAD ANALYST**  
**Department: UTILITY ADMINISTRATION**

**Pay Grade: 5**  
**FLSA Status: Non-Exempt**

---

---

### General Description

This position is for a Geographic Information Systems (GIS) Analyst. The individual will perform under the supervision of the GIS Supervisor and work as a team member with various Utility divisions and City departments.

### Nature of Work

Professional and technical work applying GIS technology to specific disciplinary areas of utilities.

### Classification Standards

Positions allocated to this classification report to the GIS Supervisor and work under limited supervision. Work in this class is distinguished from lower classes by its emphasis on geomatics and utility mapping applications.

### Essential Job Functions

- Provides technical assistance to utility and city crews and works closely with other Departments.
- Creates, maintains and updates all utility and City GIS layers.
- Uses GIS and/or Auto CAD to assist with annexations, legal descriptions, easements, addressing, land use and zoning changes, and permitting.
- Interprets title searches, easement documentation, survey plats, metes and bounds descriptions, deeds, leases, legal descriptions and other survey and legal information to update GIS layers and insure accuracy of data included in the GIS system.
- Creates maintains and updates GIS data files, shape files, and attribute tables, including facilities data, parcel map data and other planimetric map data as required.
- Creates map products and plans using GIS and/or AutoCAD software.
- Maintains official City maps and prepares reports.
- Attends GIS classes, seminars, regular city and county GIS User Group meetings and other special-project GIS committee meetings as needed.
- 

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

### Non-Essential Job Functions

- Assists with annual budget preparation.
- Coordinates necessary survey, engineering and field data for use in GIS layers.
- Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES****Critical Skills/ Expertise:**

All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all

employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues.

- Knowledge of surveying and engineering mathematics and their applications to surveying and engineering computations.
- Knowledge of principles, practices, techniques, and instruments used in GPS field data acquisition.
- Knowledge of documentation and graphic representation of utility easements, utility right-of-way's, and utility property acquisitions.
- Knowledge of utility systems such as gas, water, and wastewater.
- Skilled in using ESRI ArcGIS software, AutoCAD software, and the Microsoft Office suite.
- Ability to perform technical surveying computations.
- Ability to produce professional quality finished planimetric and 3D utility maps and/or plans.
- Ability to communicate effectively, both orally and in writing.
- Ability to work effectively with co-workers and the general public.

**Minimum Requirements:**

Graduation from an accredited two-year college or university with major course work in Geomatics, Surveying and Mapping, Geography, GIS and Computer Aided Design (CAD) or related field and three (3) years progressively responsible experience in utilities mapping or related field work, or any equivalent combination of education and experience. Valid Florida Driver's License.

**ESSENTIAL PHYSICAL SKILLS:**

- Physical strength and agility sufficient to safely perform all essential job functions.
- Sitting for long periods of time
- Standing
- Walking
- Stooping
- Kneeling
- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Moderate (up to 50 pounds) lifting and carrying
- Specific vision abilities include close vision, distance vision, color vision and ability to adjust focus
- Work may require performance of tasks outdoors under varying climatic conditions.

**Environmental Conditions:**

- Works inside

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

This job description was approved by Council on 12/4/2024 (3 pages)

*JMW*