



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **CAD/GIS Specialist** FLSA Status: **Non-Exempt**
 Job Family: **Construction** Pay Range: **CO20H**
 Prepared/Revised Date: **June 18, 2018** Job Code: **36401**

SUMMARY: Responsible for creating, updating, and maintaining Operations' GIS (Geographic Information System) database, AutoCAD (Computer Aided Design) files, and electronic construction documents. Responsible for fire escape plans, school boundary maps, and project specific maps as required. Facilitate electronic document access for PSD staff and consultants. Perform field verification of floorplans and collect GPS data to enhance existing data and plans. Participate in emergency planning efforts with outside emergency service providers.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Compile, maintain, and upgrade "as-built" facility drawings for all district buildings and sites on CAD system.	D	20%
2. Gather, analyze, and integrate data to support district departments graphically using CAD & GIS.	D	10%
3. Attend work and arrive in a timely manner.	D	1%
4. Create, update, and maintain map documents in multiple formats including printed, digital, and online.	W	15%
5. Collect and compile data, while ensuring quality control through detailed review of data, from a variety of sources including: coordination with external agencies, census files, field collection, satellite imagery, aerial photographs, and digitizing data from existing digital and paper maps.	W	10%
6. Utilize GIS to geocode students, analyze housing data, demographic data, and other associated data points for planning purposes.	W	6%
7. Supply printed and digital drawings of district buildings and sites to district departments, architects, engineers, or consultants for construction, remodel, and renovation projects.	W	5%
8. Assist district staff with project research, measurements, take off calculations, and ad hoc maps.	M	12%
9. Conduct field surveys to gather and/or mark out points utilizing GPS equipment. Train Operations staff in the proper method of collecting GPS data.	M	7%
10. Conduct walkthroughs of buildings and sites to compare site conditions to current CAD drawings and document changes. Integrate floor plan and site changes into existing "as-built" drawings.	M	7%
11. Participate in emergency response pre-incident planning and after action review with various agencies.	Q	2%
12. Perform other duties as assigned.	Ongoing	5%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree, or equivalent combination of education and experience, with technical training in Auto CAD and GIS
- A minimum of 5 years of GIS/CAD experience including advanced experience with ArcInfo, Auto CAD, REVIT and GPS for land survey



LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Critical thinking and problem solving skills
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to communicate with staff, supervisors, outside entities, and the community
- Ability to be a part of/work with a team
- Experience at an advanced level using ESRI, AutoCAD, and REVIT
- Ability to work with confidential and student demographic information
- Proficient in interpreting construction documents
- Ability to use a survey GPS, and post process data
- Experience with 3D modeling beneficial
- Knowledge of building codes beneficial
- Experienced in word processing and spreadsheets
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, Outlook, and/or other department software packages
- Mastery of AutoCAD and GIS software
- Ability to create and modify REVIT models

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms			X	



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate			X	
Copy		X		
Coordinate				X
Instruct		X		
Compute				X
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X



NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	