

**Hardin County Fiscal Court
Job Description**

GIS/GPS Mapping Operator

January 28, 2013

**Road
Pay Grade 5**

Job Summary

The purpose of the position of GIS/GPS Mapping Operator is to perform skilled work in GIS/GPS mapping duties, assisting the Office Manager when needed, the operation of sign making, sign installation, and operating equipment at the Hardin County Road Department. This employee will be responsible for the GIS/GPS mapping requirements for the Hardin County Road Department. When not performing GIS/GPS duties, this employee will perform other duties assigned to them by the Road Department Supervisor or Assistant Supervisor.

Major Essential Duties

- Perform GIS/GPS mapping for the Road Department
- Assist/substitute for the Office Manager on an as needed basis
- Provides collected GIS/GPS mapping data from the Road Department to the Engineering Dept
- Make signs with a computer sign program and occasionally use a computer mapping program
- Make repairs on street signs and markers
- Install traffic counter device on county roads
- Keep daily site and work logs
- Install signpost
- Operate truck for snow removal
- Perform various other tasks as required

Minor Essential Duties

- Facilitate the completion of sign and post installation
- Occasionally help flag for traffic control during different maintenance operations
- Maintain each street marking sign inventory and data
- Account for material, fuel, and mileage of vehicle
- General labor
- Write reports utilizing basic computer and keyboard knowledge
- Operate light equipment

Supervisory Responsibility

- None

Relationships

The GIS/GPS Mapping Operator performs duties within the Road Department, under the direction of the Road Department Supervisor or Assistant Supervisor.

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Experience in GIS/GPS mapping programs preferred
- Some experience in sign making is preferred but not required
- Some experience in performing delegated unsupervised work is preferred.
- Thorough knowledge of various types of equipment
- Thorough knowledge of standard procedures and practices

Language Skills

- Ability to communicate effectively in English both orally and in writing
- Ability to read, analyze and interpret policies, procedures, equipment manuals and safety documents
- Ability to write occasional reports

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure

Reasoning Ability

- Defines problems, collect data, and establish facts
- Solves practical problems
- Interprets some technical and instructional material
- Makes decisions which serve the County's best interest

Certificates, Licenses, Registrations

- Must possess a valid Kentucky driver's license -
- Must be able to obtain a CDL license within one year

Other Knowledge and/or Skills

- Knowledge of the proper use and care of hand tools
- Mechanical aptitude and manual dexterity
- Basic computer and keyboard knowledge
- Possess physical strength and agility sufficient to do strenuous laboring tasks under varying, sometimes severe, weather and work conditions
- Ability to perform heavy manual labor for extended periods, often under adverse weather conditions and in difficult working areas
- Ability to operate a small truck
- Ability to work overtime when necessary.
- Perform heavy manual labor for extended periods, often under adverse weather conditions and in difficult working areas

- Ability to perform duties in locations with high instance of dust, dirt, noise, and emissions from equipment

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing job duties, the employee could reasonably be expected to:

<u>Regularly (over 2/3 of regular work day)</u>	<u>Occasionally (under 1/3 of regular work day)</u>
Stand or walk	Stand or walk
Talk or hear	Reach with hands and arms
Lift and/or move up to 25 pounds	Use hands to type, handle papers, tools etc.
Operate a vehicle	

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus

Work Environment

The work environments described in preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

The noise level is usually low to moderate.

Pre-Employment Requirements

- Must submit to and pass a thorough background investigation, which may include the following:
 - Credit history
 - Criminal records
 - Character of the applicant
- Must not have been convicted of a felony offense or other crimes involving moral turpitude (misdemeanor convictions will be considered on an individual basis)
- Must submit to and pass a pre-employment drug screening test
- Must be a citizen of the United States
- Must be 18 years of age or older

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interests
- Must adhere to applicable provisions of the Department Rules and Regulations the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must have personal integrity and remain free of felony convictions

Date Approved: *January 28, 2014*


Harry L. Berry
Hardin County