

Cartographic Technician

DEFINITION

This is specialized technical and service delivery work concerning the production of cartographic GIS-based maps and providing related services to a variety of internal and external clients and users. Positions in this class function within a Planning environment and support an overall service delivery to meet the needs of clients.

Work is generally performed independently and is typically project oriented. Consultation with other professionals within the area to meet the specific needs of individual clients is a frequent requirement of these positions. Some projects may require collaboration with other professionals. Incumbents are required to work on a number of projects concurrently and the workload is subject to a wide spectrum of demands.

A substantial component of the work involves interaction with clients and users, and incumbents exercise skills such as service delivery and cost negotiation, initiative, in the course of the development and delivery of materials. Employees in this class interpret the needs of clients and provide suggestions as to how to prepare and present information and data in the most effective manner.

Given the high degree of technicality applied to the work, incumbents are required to maintain a current skill and knowledge of methods and techniques to enhance productivity and quality of materials produced.

TYPICAL DUTIES*

Note: The following duties are only representative of this classification and do not include all functions performed. Individual positions may not perform all duties listed. Positions that may perform some of the duties listed do not necessarily qualify for placement into this classification.

Receives incoming requests for cartographic products and services, determines estimates of time, cost, and other deliverables to clients and customers. Evaluates available solution delivery alternatives and provides advice as required.

Acts as a resource to incoming customer inquiries by providing expertise and advice concerning optimum use of cartographic services to meet specific requirements.

Interprets and analyses a variety of plans, drawings, photography, data and other complex elements in order to create a solution that meets the needs of clients and users. Provides users with a selection of solutions as applicable.

Prepares high quality cartographic material through the use of a wide variety of computer hardware and software systems and maintains an awareness of and adapts new methods, products and techniques. Provides advice on the capabilities of hardware and software.

Creates unique and high quality cartographic solutions and applications through the use of spatial data analysis, thematic and statistical maps and overlays, and other sources of data. Adapts other solutions to meet current needs when feasible.

Prepares base maps, statistical databases and other source information to enhance cartographic production productivity and accuracy.

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Maintains and updates support files such as annotation files, data source files, etc. and initiates data quality control resolution procedures as required.

Maintains records of administrative data such as project schedules, time allocation, costs and related information.

Acts as a resource to others in the area and provides consultation and solution advice to meet the needs of specific projects. Consults with other areas in the City to access data or information required by cartographic service delivery.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the techniques, methods and procedures involved in the timely and cost-effective production of high-quality cartographic materials.

Knowledge of hardware and software used in cartographic production as well as techniques of data analysis and research.

Ability to create innovative and high quality cartographic materials to meet the needs of clients and customers and to communicate effectively and professionally as a service provider to users.

Ability to provide customer services within constraints such as cost, time, and related expectations.

Ability to manage and alter scheduled time resources and a variety of projects to meet overall service deliverable commitments.

Skilled in techniques of complex analysis, interpretation, research, and production and the ability to assimilate new methods and techniques into the work environment.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of an applicable Diploma in Cartographic Technology from a recognized Community College or Technology Institute including coursework in geographic analysis and Geographic Information Systems. A minimum of four (4) years of experience in thematic cartography and GIS is required, preferably within an urban planning environment.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	1372		1373	

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