

TECHNICAL SERVICE COORDINATOR (SCLIWC)

TOMPKINS COUNTY

Department: SCLIWC – Distribution

Classification: Competitive

Labor Grade: _____

Approved: 8/96: Reclass of Tech Svcs Leader 08/07

Revised: _____

By: AF, Commissioner of Personnel

Deleted: f

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for various technical engineering functions related to the mapping, information technology and other kinds of data collection activities of the Southern Cayuga Lake Intermunicipal Water Commission. The incumbent is responsible for providing technical assistance to the internal and external customers of the commission. The work is performed under the general supervision of the Distribution Manager with latitude allowed for the exercise of independent judgment when carrying out the duties of the position. An employee in this class is not generally required upon to supervise others. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Using geographic information system computer software, the incumbent will prepare a variety of analytical and mapping products related to the water system;

Operates computer-aided drafting equipment to meet the needs of the Commission;

Uses other computer software to efficiently accomplish other tasks;

Maintains and updates water system maps using both hand and computer-aided drafting equipment;

Conducts file searches, organizes information, and summarizes and maintains a variety of historical records;

Coordinates the operation and maintenance of the Commission's computer network;

Acquire or develop, update and maintain GIS electronic spatial databases;

Performs translation and conversion of data between various data platforms and mapping projection systems;

Performs quality assurance procedures for all data within the GIS program;

Updates and electronically catalogs individual customer curb cards as changes occur Compiles status reports and organizes information for monthly Distribution report;

Conducts field investigations and document findings related to updates of the Commission's maps;

Compiles monthly and yearly reports for the Distribution Department;

Maintains a project and map library to include both paper and digital files;

Follow safety rules and general work habit regulations;

Performs other duties as directed;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of trigonometry, algebra, mathematics;

Working knowledge of GIS software and operation of Global Positioning System equipment;

Working knowledge of microcomputers and computer aided design, drafting and mapping software;

Good knowledge of office terminology, procedures, equipment and protocols;

Ability to communicate effectively by being clear and concise, both orally and in writing;

Ability to plan and organize assignments in order to produce desired results;

Ability to complete assignments in a timely and accurate manner;

Ability to establish and maintain high standards of accuracy and produce products with high professional standards;

Performs duties in a cooperative, courteous, tactful and professional manner;

Physical condition that commensurate with the demands of the position;

Ability to lift and routinely handle weights up to 50 lbs.

CONTINUED NEXT PAGE

TECHNICAL SERVICE COORDINATOR (SCLIWC) (continued)

MINIMUM QUALIFICATIONS: EITHER:

- A) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in construction technology, surveying, computer science or a related field **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) professional computer graphic design experience in a public or private planning, engineering, architectural, or similar technical agency using mapping software, computer aided design graphics (CAD) and/or database applications; **OR**
- B) Graduation from high school or possession of a high school equivalency diploma **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) professional computer graphic design experience in a public or private planning, engineering, architectural, or similar technical agency using mapping software, computer aided design graphics (CAD) and/or database applications; **OR**
- C) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

SPECIAL REQUIREMENTS:

Possession of an applicable New York State driver's license, with a standing acceptable to the Commission's insurance carrier, is required during employment.

T36.doc

08/21/2007