



# Consolidated Waterworks District Number 1

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## JOB DESCRIPTION

**POSITION TITLE.....:** Drafter/GIS Tech  
**DEPARTMENT.....:** Engineering  
**REVISED.....:** 06/2018  
**REPORTS TO.....:** GIS Supervisor  
**REVIEWED.....:** 06/2018  
**WAGES.....:** Hourly

### **SUMMARY:**

Maintain the record drawings, databases, and associated documents of the District's Water Distribution System and Water Treatment Facilities.

### **BASIC FUNCTIONS:**

1. Import field data from GPS devices and perform quality control on imported data.
2. Use the GPS data to update existing features or add new features using ArcGIS.
3. Create and update distribution system paper maps using MicroStation or AutoCAD.
4. Keep up to date records of private developments, CIP, Local, and In House projects.
5. Monitors and resolves issues with field electronic equipment.
6. Provide training to field crew personnel in the use of field electronics and apps.
7. Draw solid models of various facilities and distribution system piping using SolidWorks.

### **OTHER REQUIREMENTS:**

1. Proficiency in ArcGIS, AutoCAD, SolidWorks, Microsoft Office, GPS systems and technology.
2. Ability to keep precise records.
3. Knowledge of water modeling.
4. Knowledge of basic geometry and trigonometry.
5. Ability to troubleshoot.

### **EDUCATION/EXPERIENCE:**

1. Associate of Mechanical Drafting Design or a minimum of five years' drafting experience using AutoCAD, Microstation, or SolidWorks.
2. Must possess the ability to read and interpret mechanical drawings.
3. Must be able to comprehend verbal instructions as well as read and comprehend written instructions, maps and details.