City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Utility Maintenance CAD Technician</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>UMCT</td>
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<tr>
<td>Pay Grade:</td>
<td>AU04</td>
</tr>
<tr>
<td>Date Revised:</td>
<td>11/1/2021</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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**General Summary:** This position is responsible for drafting all Utility Service card drawings into the Utility Maintenance CAD program(s), ensuring all recorded drawings are timely and accurate.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Performs CAD drawings using manual and electronic equipment and personal computer.
- Performs GIS map creation.
- Communicates and works closely with the Utility Locators / Inspectors to ensure CAD drawings are accurate.
- Performs related necessary calculations.
- Provides selected technical data to other City departments contractors and the general public.

**Qualifications:**

**Education and/or Experience:**

Two-year degree in computer-aided drafting or Geographic Information Systems, OR High school diploma or general education degree (GED) and four years related experience and/or training in CAD or GIS.

**Certificates, Licenses, Registrations:**

Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.

**Working Conditions:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; outside weather conditions. The noise level in the work environment is usually moderate.

**Physical Demands:**
The physical demands described here 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.

The employee is frequently required to stand; sit and use hands to finger, handle, or feel. The employee is occasionally required to walk; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus. Multi-task, organize files and folders.