

CLASSIFICATION ADDENDUM

Job Title: Infrastructure Systems Tech

Classification Specification: Management Support Technician

Barg Unit: AFS

Pay Grade: B22

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Infrastructure Systems Tech performs entry and retrieval of Automated Mapping/Facilities Management (AM/FM) data, to include Infrastructure Management System (IMS) and Geographic Information System (GIS) data. Maintains infrastructure files with specific operational data to include information regarding; sanitary and storm sewers systems, surface drainage, street signs and pavement markings, traffic signals, buildings, facilities, street trees, and vehicles. Provides IMS and GIS technical support to staff; compiles data and prepares reports; produces maps and other graphic information for specific requests; uses data sources to perform routine analysis and generate reports; competes data conversion, extraction, and manipulation to satisfy digital data requests; tracks costs and coordinates billings; updates and organizes (MSDS) records; trains division staff, as needed to allow them to understand and use IMS and GIS data, and data products. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In a public works or computer science related field that includes sufficient experience in facilities management/automated mapping.

Licensing Requirements:

- N/A

Knowledge:

- AM/FM systems, to include Infrastructure Management Systems (IMS), and Geographic Information systems (GIS), as they related to public works maintenance operations;
- Data development and application procedures.

Skills: *(Demonstrated skill in performing the following)*

- Identifying and correcting basic computer hardware and software problems;
- Entering, retrieving, and processing data in the Maintenance Division's IMS, and the Public Work's Department's GIS.

Qualification For Grade Progression: N/A

Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Addendum History

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