



## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Mapping Manager
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### GENERAL PURPOSE

Under administrative direction, plans, organizes, and directs the work of employees engaged in computer-aided facilities mapping; coordinates the map, record development and archiving program to support a wide variety of engineering and planning requirements; directs and supervises the District's Water and Sewer Standby Tax Assessments Program; and performs related duties, as assigned.

### DISTINGUISHING CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating work performed by staff to ensure the accuracy and timely updates of Geographic Information Systems (GIS) facilities mapping of pipelines, Computer Aided Drafting (CAD) drawings, and scanned, archived, and indexed engineering and construction drawings of record. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

### SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Engineering Services. Exercises direct supervision over professional, technical, and administrative support staff.

### TYPICAL DUTIES AND RESPONSIBILITIES

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

- Plans, organizes, supervises, trains and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and

development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's rules, policies and labor contract provisions; identifies best-of-class work practices among assigned staff and assures uniformed adoption of those practices.

- Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives and values.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, ensuring alignment with the District's Strategic and Operational Plans.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.
- Manages allocated budget and consulting resources and collaborates with other department staff in support of efforts to maintain accurate, updated mapping records and the development and support of reliable mapping tools and business solutions; contributes to the development of and assists in monitoring performance against the annual department budget; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
- Provides direction and oversees tasks and deliverables in support of the Water and Sewer Standby Tax Assessments program to process annual property tax assessments reported to the county; creates and maintains accurate maps for locating water and sewer facilities upon request from customers both within the District and the public; ensures the Maps & Records unit provides access to all source documents needed by District personnel.
- Works on specially assigned projects including, but not limited to, data analysis and map exhibits for water, sewer, or recycled studies, GIS-related geospatial analysis, and CAD based maps.
- Assists employees in resolving difficult or unusual problems in GIS and CAD hardware operation and software execution; supervises the computer-aided mapping and record storage work of technical staff in the facilities mapping unit provides application support to the Facility Mapping system; performs quality-assurance checks of Mapping Technician work products and files.

- Solves system problems in conjunction with the Information Systems department; develops and modifies application macros; prepares and maintains reference manuals for proper input and use of Facility Mapping production procedures; participates with Information Systems staff to protect the Facility Mapping system's data integrity and retrieval/recovery processes.
- Creates and maintains GIS tools and mapping prototypes which establish uniform standards; provides technical recommendations to improve the system; maintains automated mapping work project files; provides user software training and assistance with GIS applications, keeping informed and knowledgeable of new technologies.
- Provides staff briefings and instructional material relating to the District's engineering operations and mapping applications; provides support to other supervisors and managers in engineering departments by researching and gathering information for their use; ensures mapping output meets end-user needs.
- Prepares correspondence and technical memoranda and maintains records of mapping histories.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

Continuous Improvement Related Duties:

- Applies continuous improvement principles in the deployment of department business plans, processes and performance measures, ensuring that they align with District's Strategies and Operational Plans.
- Participates in departmental performance assessments and the system of continuous improvements and effectively integrates and evaluates the linkages between the District's key value creation and support processes and related key performance indices.
- Ensures effectiveness of the business processes undertaken by the department and division.
- Defines customer service segments being served and establishes processes to obtain feedback to improve performance.
- Develops, maintains, and utilizes departmental performance indicators in making decisions.
- Establishes performance criteria for assigned staff.
- Ensures a thorough understanding of the Strategic Planning Cycle with each individual's responsibility associated with the cycle.

- The incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.

## **REQUIRED QUALIFICATIONS**

### Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and methods including goal setting, program development and implementation.
- Principles and practices of budget preparation and administration.
- District systems, facilities, standards and practices.
- Principles and practices of Geographic Information Systems (GIS).
- Terminology, methods, procedures and techniques of civil engineering drafting, automated facility mapping and record drawings.
- Cartographic principles of mapping and design.
- Geographic information principles and practices applied to facility mapping and attribute data conversion methods.
- District mapping and records files and the means to retrieve information.
- Geometry and mathematics.
- Office and records management practices and procedures.
- District personnel rules, policies and labor contract provisions.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Continuous Improvement Knowledge:

- The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning.
- The means of developing alignment between strategic goals and individual performance standards.
- Practices of process mapping (control); practices of structured problem solving.
- The Strategic Planning Cycle and the various responsibilities within that cycle.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership and direction for the Mapping Division and the District.
- Prepare, administer and monitor a division/department budget.
- Apply geometric and mathematical methods, including Coordinate Geometry and conversion methods.
- Apply basic engineering computations, interpret engineering and construction drawings, and analyze technical or business concerns to develop solutions.
- Analyze problems, evaluate alternatives and reach sound conclusions.
- Organize, set priorities and exercise sound judgment in the Facility Mapping unit.
- Interpret, explain and apply District, local, state, and federal laws and regulations applicable to areas of responsibility.
- Operate GIS and CAD hardware and software and plotting peripherals proficiently.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Continuous Improvement Abilities:

- Develop a systems perspective for managing department operations and its key processes to achieve results.
- To use the seven continuous improvement categories and the core values as building blocks for department operations.
- Define and explain key processes and process requirements within the department.
- Develop and deploy strategic plan elements and key performance measures consistent with District goals; develop and maintain continuous improvement in all areas of operations.
- Develop and monitor performance standards for all divisions within the department; ensure department goals and objectives are aligned with other departments, branches, and the District as a whole; track and monitor department performance.
- Make sound decisions based on departmental performance indicators.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Six (6) years of increasingly responsible experience in the use and operation of Geographic Information and computer-aided design and drafting systems, two (2) years of which are supervisory or management experience.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in computer science, computer-aided design or a related field.

Licenses/Certifications:

- None.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer

screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

#### **WORK ENVIRONMENT**

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

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District  
Job Title: Mapping Manager  
Last Update: October 2019

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>October 2, 2019</i>
<b>Date modified:</b>	
<b>FLSA determination:</b>	<i>Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Mapping Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_