



**We Are Columbia**

## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as through they were actually written out in this job description.*

**Job Title: Mapping Technician, Intern**

**Department: Engineering**

**Pay Grade: 101**

**FLSA Status: Non-Exempt**

### **JOB SUMMARY**

This position performs routine to moderately complex mapping work in support of City water, sewer, storm drainage and road projects; and performs related work as assigned. The incumbent works within a general outline of work to be performed, and develops work methods and sequences under general supervision.

### **ESSENTIAL JOB FUNCTIONS:**

- Performs routine-to-moderately complex mapping work in support of City water, sewer, stormwater drainage and road projects;
- Researches and interprets engineering drawings for computer entry;
- Prepares maps for capital improvement projects; updates utilities and annexations on existing maps;
- Duplicates maps for employee and customer use;
- Receives and logs utility engineering plans;

### **MINIMUM REQUIREMENTS TO PERFORM WORK:**

- High school diploma or GED;
- Active college enrollment required; must provide current college transcript or current proof of enrollment;
- Valid South Carolina Class "D" Driver's License.

**Knowledge, Skills and Abilities:**

- Knowledge of algebra working with such factors as exponents, logarithms, linear and quadratic equations; concepts of analytic geometry, differentiation and integration of algebraic functions statistics, applying such functions as frequency distribution, reliability, validity and correlation techniques; finance and economics using financial and economical models.
- Ability to gather, organize, analyze, examine, or evaluate data or information and may prescribe action based on such data or information;
- Ability to speak or signal to people to convey or exchange information of a general nature;
- Ability to lead, operate or repair complex machinery or equipment that requires extended training and experience, such as computer-aided design and drafting software; may involve installation and testing. Involves operations of limited scope;
- Ability to perform skilled work involving rules/systems with almost constant problem-solving;
- Ability to read technical instructions, procedures, manuals and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format; speaking compound sentences using normal grammar and work form;
- Ability to perform clerical, manual or technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure; and
- Ability to guide others, requiring frequent decisions affecting co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures but with many variations from the routine.

**PHYSICAL DEMANDS:**

The work is considered light in nature and involves walking or standing much of the time and involves exerting up to 20 pounds of force on a recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy. The work requires the following physical abilities to perform the essential job functions: balancing, climbing, crawling, crouching, fingering, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

**WORKING CONDITIONS:**

Work environment involves exposure to no known environmental hazards; and is dynamic that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

*The City of Columbia has the right to revise this position description at any time, and does not represent in any way a contract of employment.*

Employee Signature

Date

Supervisor (or HR) Signature

Date