



CITY OF HAGERSTOWN

POSITION AVAILABLE

CADD/GIS Specialist

\$47,112 - \$75,649 DOQ

The CADD/GIS Specialist reports to the Water & Wastewater Assistant Engineer. This position performs mapping and GIS support activities for engineering designs and functions as they relate to the collection and treatment of wastewater and the production and distribution of potable water. This position generates and maintains the ARC GIS mapping databases for the water and wastewater systems. Essential Functions listed below are illustrations of various work performed. The CADD/GIS Specialist may perform other tasks and duties as assigned.

Qualifications: Associates Degree in Civil, Environmental, or Mechanical Engineering, Computer Aided Drafting and Design (CADD), or related field. A certificate from an accredited Geographical Information System (GIS) program and related experience may be considered. Position requires a minimum of three (3) years of experience in the use of AutoCAD for construction drawing preparation related to water or wastewater engineering, or any equivalent combination of education and related experience that provides the required knowledge, skills, and abilities. Experience with hydraulic modeling software or ARC GIS software is a plus. Must have a valid Driver's License and satisfactory driving record in accordance with the City's vehicle operator policy.

Essential Functions: This position is responsible for generating design drawings for Water and Wastewater Department projects related to the replacement, repair, or extension of water and wastewater facilities and appurtenances. This position creates and utilizes design surfaces from online resources or topographical data gathered from the field. This position generates and maintains Water and Wastewater Department standard construction detail drawings, and develops and maintains Water and Wastewater Department drafting standards. This position creates and maintains GIS mapping and resource databases as it pertains to City water and wastewater infrastructure, to include receiving as-built information from Department staff and updating the GIS mapping databases; generates GIS maps to be send to developers and consultant engineers that document existing water and wastewater infrastructure locations; and utilizes other software (Excel, Word, etc.) to organize and sort GIS data in a presentable manner so information can be distributed to other City staff, developers, consultant engineers, or City utility customers. May be required to assist with the review and administration of City and County building permits, water and wastewater service permits, and new development project drawing reviews for conformity with City standards. May be required to perform construction inspection duties for water and wastewater mains, new service installations, laterals, hydrants, meter vaults, etc. in the absence of the Construction Inspector.

For a complete job description or to apply online, visit our website at www.hagerstownmd.org/jobs. Deadline to apply is 4:30 p.m. Wednesday, April 13, 2022. Candidates requiring special assistance should call (301) 739-8577 ext 107.