



**JOB INFORMATION**

Job Code	JB01D
Job Description Title	Coord IV, Cad Op-GPS Data
Pay Grade	FM16
Range Minimum	\$59,700
33rd %	\$73,630
Range Midpoint	\$80,590
67th %	\$87,550
Range Maximum	\$101,480
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/5/2012

**JOB FAMILY AND FUNCTION**

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Project Support & Data Management

**JOB SUMMARY**

Updates and maintains multiple map types and maps of all utilities covering the university campus and rural property while managing survey data and coordinating temporary structure construction.

**RESPONSIBILITIES**

- Creates, updates, and maintains utility maps covering university grounds.
- Collect, update, and maintain all area photo types of the main campus and additional university property, and maintains field measurements and surveys in database of maps.
- Creates, updates, and maintains specific purpose maps for various university departments.
- Manage all survey grade GPS data collected (horizontal and vertical locations) within civil/surveying programs.
- Coordinates with university officials and groups who wish to install/build temporary buildings or shelters on campus, ensuring all utility locations are highlighted so objects are not driven into any buried lines and that they are within permitted areas.
- Provides engineers, surveyors, and contractors with maps and survey control points.
- Collects construction plans and as-builts from project managers or plan vault when required.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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**MINIMUM QUALIFICATIONS**

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Associate's Degree	Coursework in Computer Drafting, Cartography, or related field	and	6 years of	Experience in the basics of AutoCAD, construction and design	

Substitutions Allowed for Education	Yes
<i>Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.</i>	
Substitutions Allowed for Experience	Yes
<i>Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.</i>	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of many specific engineering or scientific principles and skill in using complex techniques and equipment to demonstrate the ability to interpret, select, adapt, and supply many guidelines, precedents, and engineering principles and practices wh

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking				X		
Sitting					X	
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching					X	
Talking				X		
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

# WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

**Vision Requirements:**

Ability to see information in print and/or electronically and distinguish colors.