

# COMPUTERIZED MAPPING TECHNICIAN



## **Description:**

Under general supervision, inputs and updates maps and Preplan information using computerized and manual techniques; processes geographic information in a computer data system; performs related duties as required.

## **Distinguishing Characteristics:**

This is the entry level position of the Computerized Mapping series. Incumbents in the class use computerized mapping techniques to enhance, update and input existing maps for fire districts. The Computerized Mapping Technician is distinguished from the Computerized Mapping Analyst in that the latter is the advanced working level responsible for creating and plotting maps and creating map data files.

## **Duties may include, but are not limited to:**

1. Collects, coordinates, encodes and inputs data in geographic information system; initiates updates and edit checks on encoded data; reviews computer runs for accuracy; delineates changes such as fire hydrants, street locations, new schools, and hazardous facilities; distributes updated information to fire districts and other departments.
2. Standardizes geographical information of maps and preplans for fire districts; trains suppression personnel to gather preliminary field information during their routine inspection program for utilization by computer based mapping preplans.
3. Receives and updates sketches from Engine Company Preplans; inputs information into computerized mapping system; prints blueprints and distributes to fire districts and other departments.
4. Prints multicolored map books quarterly and coordinates printing of wall maps including hydrants, railroads, schools, hazardous and target locations, for each fire station.
5. Coordinates database information compiled by other divisions and integrates onto maps to provide geographical representation regarding call responses, inspection locations, call density and future stations.
6. Contracts services to other special districts for preplans and mapping; develops and maintains a wall-map and book format subscription service with cost recovery for local law and Emergency Medical Services providers.
7. Provides vacation and temporary relief as required.
8. Provides other duties as required.

## **Typical Qualifications:**

Requires one (1) year of experience in the use of Arc/GIS and Arc/Info. Knowledge of Arc/View desirable.

**Conditions of Employment:**

Travel within and outside the County may be required. A valid California Driver's License and proof of automobile liability insurance must be provided at time of hire and maintained throughout employment.

**Health and Physical Condition:**

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

**The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.**

**Job Code:** 46207

**Salary Range:** N24

**Representation Unit:** Non-Represented

**Last Updated:** 5/20/10