

Job Description

Human Resource Use Only
Position Number:
Step/Grade: J
Effective Date: 3/20/2018

POSITION IDENTIFICATION

Position Title: GIS/Land Records Analyst

Division: Department of Public Infrastructure – Engineering Division

Status: Full Time Non-Exempt

Workweek: Monday - Friday

SUPERVISORY RELATIONSHIPS

Reports to: Engineering Division Manager

Directly Supervises: None

POSITION PURPOSE

This position maintains the GIS data used and developed by the City of Manitowoc, this involves editing, updating and maintaining spatial datasets, data capture and processing, quality assurance, and generation of maps. This position performs a variety of paraprofessional work in Civil Engineering requiring skills and knowledge in digital and hand drafting, surveying, construction inspection and some engineering design in the office and in the field. This position is expected to perform routine tasks independently with reference to a supervisor only when difficult or unusual problems occur. This position also serves as the official Real Property Lister, duties include researching and resolving issues with problem and unidentified tax parcels for the City of Manitowoc and provides computer services related to assessment and taxation for the City Assessor.

ESSENTIAL DUTIES

- Follows Wisc. Stats 70.09 (2) Duties of Property Lister and provides weekly updates by verifying property descriptions on real estate transfer returns and deeds by checking records of the County Register of Deeds
- Obtains property transfer returns, deeds and certified surveys on a regular basis from the Courthouse and the Wisconsin Department of Revenue (DOR) website and updates DOR website with corrections as needed
- Provides daily updates of ownership and mailing information for properties that have been transferred on Computer Assisted Mass Appraisal (CAMA) system
- Reviews all legal descriptions on deeds and transfer returns for accuracy and identifies all splits, combinations and partial sales
- Assigns parcel numbers, codes status change for annexations, acreage, exempt parcels and updates CAMA system
- Reconciles parcels at year end for new parcels, deactivated, annexations, lot line changes, parcel combination and splits
- Contacts real estate agents, attorneys and others to clarify and correct transfer return and deed information when necessary
- Provides coordination between city and county for assessment and taxation purposes

- Maintains quality and accuracy of data, manages project time lines, works in precise and efficient manner, and pays close attention to detail.
- Edits and maintains the ArcGIS geodatabases for updating of parcel, storm and sanitary sewer information
- Performs biennial update of PASER-WISLR information for WISDOT
- Prepares annual filing of Certification Packet of street inventory with WISDOT
- Performs drafting of plans, mapping and updating existing drawings, plans, and maps by hand and on the Computer Aided Drafting and Design (CADD) System and GIS System
- Uses a personal computer to prepare various documents using Microsoft Word, Excel and Access programs, e-mail, and web related programs
- Prepares progress payments to the contractors
- Assists with the City's Sidewalk Program including city wide inspection of sidewalks, evaluation of repairs, notices, cost estimates, pay estimates, and assessment charges
- Interprets plans and drawings to interested property owners, developers, consultants, other engineers, etc. who desire information regarding right-of-way lines, proposed and existing sewers, street widths, sidewalk set-backs, etc.
- Works closely with the City Plumbing Inspector to obtain data about existing sump pumps, illegal roof drain, sanitary and storm lateral connections
- Handles questions and complaints in the field and in the office from property owners affected by construction
- Plans, schedules and executes traffic counts as necessary and tabulates the traffic count information
- Gathers information needed for annual GASB reports
- Performs drafting of sewer, street, sidewalk, and other construction projects while displaying accuracy and neatness
- Assists in preliminary field surveys, stakes line and grade, and other staking and surveying as required
- Serves as assistant on the survey crew and may direct their own survey crew occasionally
- Inspects construction of streets, sanitary sewers, storm sewers, curb and gutter, and sidewalks for compliance with the plans and specifications
- Determines if materials and quantities used comply with contract specifications
- Prepares necessary reports and keeps neat and accurate records relating to the inspection of public works construction projects
- Updates original construction plans from field notes, completes as-built drawings
- Performs routine engineering calculations accurately
- Researches records or deeds for property owners for assessment purposes
- Plots, surveys, and draws field notes to scale showing alignment, topography and profile
- Codes and files new resource data, construction notes, drawings and surveys
- Maintains records of existing surfaces and current street surface classification
- Prepares easements, legal and land descriptions
- Distributes benchmark data to interested parties
- Reviews television inspection reports and videos for sanitary and storm sewers and makes recommendations regarding which sewers are in need of repair or replacement
- Attends meetings and continuing education seminars to keep up with the latest techniques and technologies, etc.

OTHER DUTIES

- Other duties as assigned

MINIMUM POSITION QUALIFICATIONS

Education:	Bachelor's degree in Geography, Cartography, or related field. Minimum of Associates degree in Geography, Cartography, or related field (with emphasis in GIS) preferred. A two-year degree in Civil Engineering Technology or equivalent education in a related field like drafting, surveying, etc. is required or an equivalent combination of experience and training which provides the required knowledge, skills, and abilities for the position as determined by management.
Experience:	Experience with ESRI's ArcGIS Desktop. Some experience in general engineering work, drafting, surveying, construction inspection, mathematics is preferred.
Certifications/Licenses:	Must possess a valid motor vehicle operator's license issued by the State of Wisconsin. Assessment Technician certification from Wisconsin Department of Revenue is preferred.
Other Requirements:	Member of Wisconsin Land Information Association.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the methods, materials, and instruments used in drafting, surveying, construction inspection and concrete testing.

Ability to read and interpret design manuals, specification manuals, City Ordinances, State laws, building codes, and any other necessary codes or regulations; ability to read and interpret construction plans and specifications; ability to present facts and recommendations effectively in written and oral form; ability to prepare drawings from field notes. Ability to read, interpret and write legal descriptions. Ability to work independently with minimal supervision, detailed orientated and have ability to multi-task. Knowledge and experience with Windows computer operating systems as well as Microsoft Office Suite as well as Bentley CADD Systems, ESRI ArcGIS software and experience with the current Windows Operating System (OS) would be a plus.

Knowledge of the following: drafting mathematics and mechanics, land records, metadata standards as it pertains to GIS mapping, public land survey system, legal description interpretation and methods used to transfer real estate, and exchange of land information between various levels of government. Ability to interpret and understand information on real estate transfer returns and deeds, including warranty deeds, quit claim deeds, trust deeds, personal representative deeds, trustee deeds, land contracts and easements. Familiarity with CAMA systems and geographical information. Ability to read and interpret base maps, cadastral maps, contour maps, plat maps, tax maps and topographic maps and surveys. Understanding of Public Land Survey System and understanding of legal descriptions, including metes and bounds descriptions. Considerable ability to read, interpret and understand construction plans.

Must have knowledge of basic algebraic and trigonometric mathematical procedures and the ability to perform minor engineering calculations accurately, and the ability to read and interpret charts and graphs, etc.

Must exercise good judgment at all times; must have the ability to maintain a courteous and professional attitude during all conversations; must have the ability to discuss and resolve problems in a tactful and professional manner.

Ability to train others in use of ESRI software and Bentley software.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

BACKGROUND CHECK

Condition of employment

PHYSICAL DEMANDS

Manual Dexterity: While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel; reach with hands and arms; stoop, kneel, carry, twist, crouch; talk and hear. The employee is occasionally required to sit, climb, balance, or smell, and may be required to work in high places.

Physical Effort: The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds.

Working Conditions: While performing the duties of this position, the employee is regularly exposed to outdoor weather conditions; regularly walks over uneven terrain such as construction sites; and works in close proximity to heavy construction equipment and trucks during site inspection work. The noise level in the office work environment is generally low, however, exposure to very loud noises may occur during the inspection of construction sites as well as being exposed to fumes and airborne particles. The employee must be able to adjust from one schedule to another at short notice and be able to maintain attention to task in overtime situations. Ability to work under adverse weather conditions.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.