



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	907132006 907132007	Last Revised:	12/14/2017
Position Title:	GIS Mapping Technician	Department:	Geographic Information System (GIS)
Reports to:	GIS Program Manager	Division:	Realty

Primary Function: This is a technician level position to perform GIS and GPS mapping duties for the EBCI. The incumbent is responsible for learning GIS and GPS mapping. The job includes day to day mapping of utilities, land parcels, easements, federal lands and other types of surveys. Performs both office and field duties with an emphasis on office duties.

Job Duties and Responsibilities: Performs scanning of Land Transfer, Leases, Surveys, Deeds and other documents.

- Mapping duties to include collection of horizontal and vertical data for water and sewer line, boundary surveys, roads and property and easement acquisition in compliance with all local, state and federal rules and regulations.
- Performs land title research.
- Performs field mapping using various types of GPS equipment.
- Performs GIS mapping with ArcInfo and other GIS mapping.
- Performs GIS analysis.
- Provides mapping support for various projects.
- Performs land title research at local counties, state and federal offices.
- Performs GIS editing of parcel, roads, addressing and utilities data.
- Participates in departmental housekeeping duties as required.
- Participates in training and safety programs.
- Assists and provides back up for other personnel as required.
- Performs all duties according to established safety guidelines and tribal policy.
- Performs other duties as assigned.

Education High School Diploma or GED required.

/Experience: Valid NC Driver's License required. The equivalent combination in work experience or technical training could prepare for this position. Requires three to six months work experience to become proficient with most phases of the job.

Job Knowledge: Must have the ability to read and interpret deeds, plats, easements, leases and related documents. Must have good computers skills and math skills necessary to perform mapping analysis and calculations. Must have the ability to maintain specific records, files and logs of work performed. Must have good verbal and written communication skills. The ability to compile data and prepare reports with supporting documentation is required.

Contact with Others: Interacts frequently with coworkers, engineers, contractors, and customers in the exchange of information. Must use tact, courtesy, and professional decorum in order to maintain good

working relationships and public relations. Must be able to work independently and as a member of a team.

- Confidential Data:** Internal contacts occur on a regular basis with tribal members, coworkers and the manager. External contacts include federal and state agencies, construction contractors, business owners, land owners. Has access to individual land records, Trust deeds, appraisals and other tribal documents considered highly confidential. Must adhere to Tribal GIS and EBCI confidentiality policies while performing job duties. Confidentiality must be maintained at all times, not just on the job.
- Mental /Visual /Physical Effort:** Close attention to detail is required while performing surveying, drafting and computer duties. Physical activity in a field environment is required. Must often sit, stand, walk, climb, kneel, reach with arms and hands, speak and hear while performing job duties. Manual dexterity, visual activity and good eye/hand/foot coordination are required. Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis.
- Environment:** Work is performed in both office and field environments. Inside working conditions is that of a normal office environment, while field working conditions include exposure to inclement weather, extreme hot and cold, dirty, muddy, wet conditions, vehicular traffic, situations range from moderate to loud.
- Responsibility for Accuracy:** A high degree of accuracy is required in the mapping of boundary and easement plats and engineered drawings for water and wastewater projects. Undetected errors could result in having long-term detrimental effects.