



E911 Mapping Coordinator (2087)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 12

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to provide location and mapping services for the E911 Communications Center. Incumbents in this classification also confirm numerical addresses and add all description data to department systems and servers.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Locates and records all structures within Bulloch, Evans, and Candler Counties: periodically patrols roads in all three counties; adds new address points, private drives, beginning and ending and intersection points, etc.; verifies specific road or location of structures utilizing visual verification and flyover maps; checks road signs and stop signs are in place and visible; reports missing or damaged signs to the appropriate agency for replacement or repair; confirms that existing addresses are correct and reports incorrect ones to the addressing department; and may assist with readdressing an entire road as needed.

Adds Global Positioning System (GPS) points on maps: adds and moves GPS points to center of structure; verifies exact coordinates for the structure; and enters and updates data into GPS systems.

Adds and/or confirms all descriptive data and location data: adds address number, type of structure, color description, road name, city, state, zip code, etc. into department software and computer systems; ensures any defining information or specific directions to help E911 communications officer locate the structure for ease in dispatching; and adds the name of the subdivision if applicable.

Adds photo of structures to maps: takes a photo of the structure; downloads photo from camera to computer; and utilizes department software to add the photo to the point on the map.

Draws specific features on maps: utilizes department software and computer systems to draw private driveways, new roads, new subdivisions, etc.; adds correct road names, beginning and ending address points for each road, as well as intersection address points; and provides addresses within the number range for each road per specifications.

Performs data saving functions: sends daily work to secure site; performs backup functions to both the computer and to external hard drive; rebuilds shape files and submits updated data to a secure site; downloads the new data provided by GIS department to the secure site; adds all data and pictures for new addresses; and adds all new information to servers to provide up-to-date information to the E911 communications officers.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required, with some vocational or technical training in cartography, GIS, GPS or related field; supplemented by one year of experience in mapping and/or E911 communications; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (5-10 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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