CLASS SPECIFICATION
Maps & Records Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, plans, organizes and supervises the work of a unit engaged in the archiving and retrieval of engineering and construction maps, records and files and the maintenance of geographic information systems (GIS) maps and records; coordinates records and GIS-related projects; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Maps & Records Supervisor is responsible for developing and maintaining manual and electronic systems for the archival and retrieval of maps and record drawings, and for the update and maintenance of GIS maps and records. The information documented includes facilities, infrastructure and appurtenances in streets and public properties, and it is used extensively by bureau managers and staff for work planning and management purposes. The incumbent trains and supervises technical and support staff, plans unit work to effectively convert and update records and to provide information to bureau staff, and assists customers with the interpretation of maps, plans and records and the operation of GIS technologies.

Maps & Records Supervisor is distinguished from Mapping & GIS Supervisor in that incumbents in the latter class are responsible for the overall development of bureau GIS applications, integration with other bureau systems, and coordination/conformance with corporate GIS.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; develops, implements and monitors work plans to achieve unit goals and performance measures; participates in developing division budget; monitors unit performance to budget; recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.

2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.

3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Supervises the updating of manual and electronic (GIS) maps and plans to reflect As-Built construction plans and work orders, pressure zone delineations, and jurisdiction boundaries; verifies data and makes trips to the field to confirm data; organizes and distributes maps and other data records for use by field and engineering personnel.

5. Ensures that bureau drafting, mapping and GIS standards and protocols are followed; participates in the planning and development of Bureau GIS; participates in the development of productivity enhancing tools, processes and procedures; develops manuals and trains staff to access, analyze, and create records.

6. Works with staff and other Bureau personnel to determine which records are retained in bureau and archive files; compiles and archives engineering records on projects constructed by the bureau or private developers.

7. Provides requested information to engineering, construction, maintenance and other Bureau staff, staff from other City bureaus, and external agencies; supervises and participates in researching GIS, maps, work orders and other records; establishes research methods and reference materials for use in reviewing records, eliminating duplications and resolving inconsistencies. Ensures that unit operations and systems meet goals for functionality, usefulness, and customer assistance.

8. Supervises and carries out activities to maintain and streamline engineering construction contract files to ensure all required documents are included and redundancies eliminated; supervises scanning of project documents for latter integration into the GIS database; maintains indexes and databases of all archived files to ensure ease of retrieval.

9. Works with other Bureau and City personnel to resolve errors and missing data from the GIS and infrastructure databases; acts as liaison to other work groups and organizations to provide and capture information and coordinate efforts; oversees the mapping and database changes to incorporate changed boundaries and pressure labels.

10. Develops and maintains the engineering library, including expanding and updating library materials and selections.

OTHER DUTIES

1. Performs research on emerging GIS technologies as requested; develops tools to facilitate self-help research by Bureau staff.

2. Serves on a variety of committees associated with areas of responsibility.

3. In emergencies, provides information on which valves to close to limit flooding from broken water mains. Radios information to the crews in the field.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Methods, procedures and techniques of civil and mechanical engineering drafting, as-built drawings, GIS, maps and records.

2. Mapping and attribute data and methods and practices of updating, maintaining and retrieving manual records, maps and drawings,

3. Practices, methods and techniques applicable to the maintenance and development of databases and geographic information systems (GIS) and the production of GIS maps and records.

4. Bureau systems, facilities and appurtenances and associated engineering and construction standards and practices.

5. Basic methods and practices associated with engineering construction projects and associated documents and records required for a comprehensive records management system.

6. Standard office practices and procedures, including establishing and maintaining specialized files of engineering records and maps.

7. Principles and practices of effective supervision.

8. City human resources policies and labor contract provisions.

Ability to:

1. Plan, organize and supervise the work of technical and clerical staff, interns and students.

2. Train others in effective work practices and procedures in area of responsibility.

3. Utilize a variety of computer software, including GIS and computer-aided drafting.

4. Establish and maintain project and production schedules.

5. Identify planning, engineering and facilities data issues and associated mapping questions and problems.

6. Develop and implement appropriate procedures and controls.

7. Prepare clear, concise and accurate records, files reports and other materials.

8. Communicate effectively orally and in writing.

9. Exercise sound independent judgment within general guidelines.

10. Establish and maintain effective working relationships with managers, employees and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D equivalent and an associate's degree in engineering, geographic information systems or a closely related field, supplemented by courses in civil engineering design or drafting; and at least five years of progressively responsible experience in the use, operations and development of manual and electronic mapping systems and geographic information systems; or an equivalent combination of training and experience. Experience in a multi-project, engineering environment is highly desirable.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02
Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):
0920 ADMINISTRATIVE SUPERVISOR I. Adopted: 07-01-92

Revised: 12-10-03 (Clarified duties of the classification)
Revised: 06-29-05: (Added GIS knowledge and responsibilities)
June 2009 - Change Job Class number from 7665 to 30000692, due to system change.