

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title Mapping & Reprographics Tech
Sch.& Grade PAT-5
Class Code CD07
FLSA Status Non-Exempt
Bargain Unit Elig. Union eligible
Occupational Series: Engineering Support

PRIMARY PURPOSE:

Maintain city street maps and provide reprographic services.

SUPERVISION:

Under the general supervision of the Administrative Assistant to the Director of Public Works.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Mapping requirements may include the updating of existing maps with new streets and subdivisions.
2. Reviews of abstracts and plat recordings requiring interpretation of legal descriptions.
3. Maintain street directories, plat files and record house numbers.
4. Perform special mapping projects as required which may include charting, graphs and posters.
5. Reprographic duties include the operation of multilith, mimeograph, ditto, rotary camera and microfilm.
6. Includes film processing and development, instrument interpretation and minor equipment maintenance.
7. Responsible for proper files and records of area.
8. Supervise and assist lower graded personnel in performance of their work.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, seminars, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of reprographic equipment and techniques.

Abilities

Ability to supervise subordinate personnel; ability to perform complex drafting, mapping and computational duties; ability to deal effectively and courteously with associates and the general public; ability to follow oral and written instructions; present an overall professional image; effectively welcome and embrace differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Physical Requirements

Must have the ability to operate a computer keyboard and mouse; pushes and pulls up to 25 pounds; holds and grips objects.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

None required.

Miscellaneous Requirements

If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator’s License.

Last Revision:	May 26, 2016	GENERAL ORDINANCE NO. 2593
Comments:	Updated bargaining unit eligibility	Date: 09-27-76

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____