

COMPUTERIZED MAPPING ANALYST



Description:

Under general direction, creates, inputs and updates maps and Preplan information using computerized and manual techniques; processes geographic information in a computer data system; performs related duties as required.

Distinguishing Characteristics:

This is the advanced working level position of the Computerized Mapping series. Incumbents in the class use computerized mapping techniques for creating and plotting maps and creating map data files. The Computerized Mapping Analyst is distinguished from the Computerized Mapping Technician in that the latter is the entry level position performing less responsible duties primarily involved in inputting and updating maps.

Duties may include, but are not limited to:

1. Collects, coordinates, encodes and inputs data in geographic information system; initiates updates and edit checks on encoded data; reviews computer runs for accuracy; delineates changes such as fire hydrants, street locations, new schools, and hazardous facilities; distributes updated information to fire districts and other departments.
2. Standardizes geographical information of maps and preplans for fire districts; trains suppression personnel to gather preliminary field information during their routine inspection program for utilization by computer based mapping preplans.
3. Receives and updates sketches from Engine Company Preplans; inputs information into computerized mapping system; prints blueprints and distributes to fire districts and other departments.
4. Prints multicolored map books quarterly and coordinates printing of wall maps including hydrants, railroads, schools, hazardous and target locations, for each fire station.
5. Drives through districts; updates new construction locations and new hydrants; advises engine companies.
6. Creates and maintains the pre-defined maps in the Telephone Emergency Notification System (TENS).
7. Creates and maintains the field map books depicting the TENS pre-defined areas of activation.
8. Trains Sheriff and Fire dispatch staff to activate the TENS system.
9. Ensures updated versions of the Verizon and SBC phone number databases are geocoded in the TENS system.
10. Coordinates with the geocoding vendor to ensure the work is done correctly and that the maps are clear and easy to use.

11. Coordinates database information compiled by other divisions and integrates onto maps to provide geographical representation regarding call responses, inspection locations, call density and future stations.
12. Contracts services to other special districts for preplans and mapping; develops and maintains a wall-map and book format subscription service with cost recovery for local law and Emergency Medical Services providers.
13. Provides vacation and temporary relief as required.
14. Provides other duties as required.

Typical Qualifications:

Requires three (3) years of experience in the use of Arc/GIS and Arc/Info. Knowledge of Arc/View desirable.

Conditions of Employment:

Travel within and outside the County may be required. A valid California Driver's License and proof of automobile liability insurance must be provided at time of hire and maintained throughout employment.

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.

Job Code: 46199

Salary Range: N29

Representation Unit: Non-Represented

Last Updated: 5/20/10