

NOW HIRING CIVIL CAD/GIS TECHNICIAN



The City of Cedar Falls is accepting application materials to fill the new position of **Civil CAD/GIS Technician**. The expected employment offer will be in the \$25.983–\$32.475/hour range, depending on qualifications, with eligibility for annual merit increases plus FT benefit package. (The expected full FY25 pay range is \$25.983-42.221.) Duties will include assisting Engineering Division staff by creating technical CAD drawings and construction plans, planning legal exhibits and/or producing GIS data layers, maps, layouts, reports, and designs, and maintaining related files and records. Position is responsible for the development and management of drawing standards

and develops and maintains web-based mapping applications and spatial data in ESRI ArcGIS Geodatabase. The position will also be involved with creating detailed drawings and construction plans for civil engineering projects that include municipal, transportation and utility projects, as well as commercial development, subdivisions, site planning and some structural design. The position will also promote and assist with the implementation of GIS applications for other City divisions as required.

Duties will also include reviewing drawings for standards conformance, developing and managing drawing and design CAD standards used within the Division, and complete field surveys/inspections/investigations as needed. This is a professional position that works under minimal supervision, receives direction from the Principal or City Engineers, and requires strong communication skills with staff, contractors, developers, and the general public to respond to and resolve sensitive inquiries and complaints. Candidates will apply knowledge of construction and civil engineering principles, practices, and techniques and successfully operate computer-aided drafting and GIS software and related technology. Experience and knowledge of MicroStation and HydroCAD a plus.

Associate degree from an accredited college or university or 2-year equivalent with certification of completion for CAD or GIS from an accredited technical institute required, both with major course work in drafting and design or geospatial applications, preferably with a civil engineering emphasis or related field AND a minimum of 2 years of AutoCad Civil 3D and technical experience in the civil engineering industry or 2 years of experience in Geographical Information Systems. Candidates must have the possession of, or ability to obtain, a CAD or GIS certificate and valid driver's license with good driving record.

Civil Service testing involving a job-related questionnaire will be required for candidates meeting the minimum education and experience qualifications and have submitted required application materials outlined below. Candidates meeting both will be notified of testing information. Post-offer, pre-employment background, physical, and drug screen required for the selected individual.

For consideration, apply online at www.cedarfalls.com/jobs (preferred) OR obtain an application from the same link or Cedar Falls City Hall and complete and forward to Jobs@cedarfalls.com or mail/deliver to City of Cedar Falls, Finance & Business Operations—Attn: Civil CAD/GIS Technician, 220 Clay Street, Cedar Falls, IA 50613 by 4:30 p.m. on July 29. Proof of education, relevant certifications, licensures, etc. are encouraged at the time of application and requested before the hiring list is approved. Resume also encouraged.



EQUAL OPPORTUNITY EMPLOYER