Posted: November 2,2026
Dept: Engineering
Salary: $72,756-80,019
Hours: M-F, 8am-4pm
Respond to: Town of Yorktown, HR Dept
tkuzemczak@yorktownny.gov
By November 16, 2026

CAD/GIS TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the municipal Engineer or Assessor, an incumbent of this position maintains and updates municipal GIS (Geographic Information Systems) for infrastructure and parcel mapping and/or performs CAD (Computer Aided Design) drafting for engineering projects or assessment maps in order to support the functions of the department to which they are assigned. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the development of GIS and/or CAD databases to support either the Engineering Department with a range of civil engineering projects including but not limited to construction projects, sanitary sewers, drainage, water and road design or the municipal Assessor by updating and maintaining maps, digitizing new sub-divisions and utilities, and deed verifications;

Updates necessary layers, data sets, and related databases in the maintenance of assessment maps;

Prepares GIS reports for various projects and studies related to engineering, assessment of real property, and/or municipal planning including statistical analyses, maps, graphs, tables, etc.;

Digitizes new subdivision maps and deed verification records for assessment purposes, including reading of metes and bounds, verification of boundaries and changes to deeds;

Collects and assembles data concerning the development of digital data which can be integrated into the GIS database from existing non-GIS municipal applications and programs such as AutoCad, AS400, and Adobe products;

Reviews tabular and mapping data from local County, State, and Federal agencies for accuracy, quality, and consistency with the municipal GIS database standards and integrates compatible data into the GIS system;

Participates in department meetings for the purpose of work review, project planning and assessment;

Liaison between the municipality and other agencies including the GIS vendor in order to integrate systems, ensure compliance with specifications, troubleshoot, and develop new features;

Revises existing systems by digitizing existing utilities to integrate with GIS and CAD applications and makes recommendations on future requirements;

Receives and responds to requests for GIS and CAD technical support working closely with the engineering staff and/or municipal assessment department personnel to troubleshoot problems;

Responds to general inquiries pertaining to GIS mapping from the general public, taxpayers, real estate professionals, and developers;

EXAMPLES OF WORK (Illustrative Only) (Cont'd.):

Attends conferences, meetings and seminars as required;

May respond to inquiries by phone or at a counter;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail, database software, and computer assisted mapping programs in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of GIS and CAD systems and software; good knowledge of cartography, map projection and coordinate systems; ability to prepare maps, graphs, charts and related materials through use of GIS and/or CAD software; ability to work independently on requests for graphic information; ability to follow oral and written directions; ability to prepare, analyze, and interpret data in a range of digital formats; ability to learn the use of a desk computer in statistical and engineering work; ability to reason logically; ability to instruct others in the function and use of GIS and/or CAD systems and software; ability to deal effectively with the public; ability to establish effective working relationships; ability to communicate effectively, both orally and in writing; ability to read, write, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use various computer applications such as spreadsheets, word processing, calendar, e-mail, database software, and computer assisted mapping programs; initiative; good judgment; tact; accuracy; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience which involved using, or instructing in the use of, computer assisted mapping or Geographic Information Systems programs.

SUBSTITUTION: Satisfactory completion of an Associate's Degree* in Computer Aided Drafting and Design, Geographic Information Systems, or a closely related field may be substituted for two (2) years of the experience described above. Candidates must have at least one (1) year of the specialized experience using computer applications.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

NOTE: A $50 fee paid by check to Westchester County is also required if hired.

J.C.: Competitive

Job Class Code: 0418

1d Towns, Villages, Cities of Rye & Peekskill

Equal Opportunity Employer

Email or send resume to:
Email: tkuzemczak@yorktownny.gov

Town of Yorktown
Attn: Human Resources
36 3 Underhill Avenue
Yorktown Heights, NY 10598