



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Lance Meyer

DATE: January 21, 2020

SUBJECT: CAD TECHNICIAN JOB DESCRIPTION

I. RECOMMENDED ACTION

Approve the attached description for the Engineering Department’s CAD Technician position.

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer	(701) 857-4100
Emily Huettl, Assistant City Engineer	(701) 857-4100

III. DESCRIPTION

A. Background

This is a new entry level position in the City’s Engineering Department, focused on drafting plans for utility projects, streets, and other infrastructure.

B. Proposed Project

The CAD Technician position will be an additional resource for the Engineering Department, as digital records of utility installation and interactive GIS maps are integrated into the daily workings of the Department. The new position will increase the efficiency of the current Engineering Department staff, as they can focus on more skilled Engineering tasks.

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

Essential duties of this position include creating and maintaining records of utilities and critical infrastructure within the city of Minot. The position will support the City’s long term goals of implementing GIS and asset management programs to track and maintain infrastructure and project information.

B. Service/Delivery Impact:

This position will increase the level of customer service provided to the citizens of Minot as an additional resource for individuals and organizations to request information regarding their property. The position will also support all other members of the Engineering Department by assisting with plan preparation, project design, and various field work. Addition of this position will provide the more qualified staff with the time needed to solve

higher level engineering problems, and result in routine drafting projects being completed more efficiently.

C. Fiscal Impact:

This position, including its salary and other associated expenses, was previously approved as part of the Engineering Department's 2020 budget.

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

Upon approval of the job description for the CAD Technician position, advertisement and recruitment of qualified applicants can begin.

VII. LIST OF ATTACHMENTS

A. CAD Technician Description