

Title:

Role Responsibilities and Competencies

**Role Title: AIMS/GIS Technician****Last Update: 01st December 2009****Reporting To / Role Purpose:****Reporting to:** Schemes Manager or CDM Advisor**Role Purpose:** Support the maintenance of the AIMS database for the Schemes Design Team**Responsibilities:** (what do you produce or what service you deliver internally or externally to your area)

- Support the maintenance of the AIMS (Asset Inventory Maintenance System) database in accordance with the TfL contract and assist the schemes team comprising Team Leader, Design Engineers, Area Supervisors and Technicians.
- Carry out GIS data collection from "as built" CAD drawings for all scheme work.
- Carry out GIS data collection of asset attributes on site using a tablet PC.
- Ensure high quality data is captured by applying strict survey rules laid out by the TfL client.
- Convert GIS data from one format to another and store in a secure and organised fashion.
- Support AIMS users and aid the resolution of system faults as well as liaising with the TfL client and attendance at client officers meetings.

Competencies: (N.B. Competence is defined as "the demonstrated ability to apply skills and knowledge". You have to define what the competence (some criteria) are for the aspects of this role that can affect the quality of the delivery of from an activity or way of working / process. These are the criteria against you will ultimately appraise any person in this role against and arrange training as required.)

- A sound knowledge of the Design Manual for Roads and Bridges, TSO Chapter 5 and CDM requirements.
- Possess a high degree of computer literacy and have a good working knowledge of traffic and highway design standards and layouts. (eg road junction design, traffic signs and lines, parking restrictions, paving and drainage details).
- Experience with AIMS/GIS database as well as the ability to use other relevant software packages such as MapInfo and MapBasic.
- A high level of competence in ICT software programmes and hardware.