

Missouri Department of Transportation

Code: R03016

Title: Cartographer

Exemption Status: Non-Exempt

Grade: 8

Job Description

Effective Date 11-01-2007

Replaces
(Effective Date) 08-01-2004

General Summary The cartographer performs routine work collecting, manipulating and displaying geographically-referenced information in the preparation of mapping products such as the official highway map, county, city and archaeological site maps. Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications Two years of college or Associate's Degree: Surveying, Cartography, Computer Aided Drafting and Design Applications, or related field.
Two years of experience in drafting.

Supervisory Responsibilities None

Location Central Office - Transportation Planning; Design

Special Working Conditions/Job Characteristics

Examples of Work

- (1) Collects, manipulates and displays geographically-referenced information.
- (2) Produces state, county, city, archaeological site, historic building structure and other specialty maps through the use of computer aided drafting applications.
- (3) Plots changes and revisions in roads, water feature, boundaries and cultural areas from plans, aerial photographs, topographical maps, field inventory and correspondence with field employees.
- (4) Transfers and reprojects project plan geometry from various coordinates to standardized coordinates to reflect project areas on topographic maps.
- (5) Serves as a liaison to internal and external customers by researching historical and specialized mapping data.
- (6) May collect global positioning system center line data.
- (7) May gather, compile and edit digital images of cultural resource information to be used in presentations, reports and brochures for internal staff, public meetings and community relations.
- (8) May identify and delineate cultural resources on project plans imported from internal and external sources.

- (9) May produce topographical maps using geographic information systems software in compliance with State Historic Preservation Office requirements, to show project and cultural resource information.
- (10) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.