

POSITION DESCRIPTION

Date: September 6, 2022 Position: GIS Specialist

Status: Salaried with Overtime

Department: Engineering Services

Reports to: Manager of Engineering Services

Supervises Directly:

None

Supervises through Subordinates:

None

Position Purpose:

This position maintains the cooperative's Geographical Information System (GIS) by collecting and entering pertinent electrical system and geographical information to prepare clear, complete, and accurate representations of spatial data using hardcopy and/or electronic media.

Essential Responsibilities:

- Develops and maintains geospatial data on desktop and mobile applications. Ensures data meets appropriate data accuracy and content standards for quality assurance and quality control.
- Draws and updates electric distribution facility maps, circuit diagrams, and equipment drawings using CAD and GIS software.
- Maintains engineering database records related to customers, facilities, equipment, maintenance, work orders, document indexing, and scanning technologies.
- Maintains the cooperative's GIS by obtaining, updating, and implementing all information pertaining to the electric distribution system that is provided by the engineering and operations teams through staking sheets and various other reports.
- Maintains the cooperative's GIS by obtaining, updating, and implementing all information pertaining to transportation and land-use such as roadways, waterways, and state, county, township, city, and individual property boundaries.
- Maintains the cooperative's GIS by obtaining and integrating pertinent customer and equipment information through a dynamic link with the Customer Information System (CIS).
- Assists in the preparation of system planning and operational studies (such as construction work plans, long range plans, and sectionalizing studies) by providing the system engineer(s) with an updated electric distribution system model to be used in performing engineering analyzes (such as unbalanced voltage drop, fault current, and protective device coordination) and incorporating the results of these analyses into the cooperative's GIS.
- Creates map layouts and views, in both print and electronic formats.

- Download/upload and convert data and drawings to and from various GIS collection systems, including external engineering firms and governmental agencies.
- Recommends improvements for the networking, usability, and operation of GIS technology and related hardware and software.
- Assists with the collection and entry of construction documents, coordinating with employees and outside entities to ensure necessary records are maintained.
- Familiar with line extension policies, cost estimates, rates and other policies of the cooperative. Has a basic understanding of electric system construction, operations, materials, equipment, and procedures.
- Effectively utilizes and applies computer, tablet, and related technologies to the duties of the position.
- Maintains a high level of customer service.
- Effectively works as a team in the promotion and accomplishment of the organization's goals and objectives overall and as they relate to the department. Must contribute to a positive work environment, solve problems, and communicate solutions to others constructively.
- Maintains understanding of current industry trends, code changes, and/or regulatory updates by attending approved training opportunities.
- Performs other duties and activities as may be assigned from time to time by Manager of Engineering Services.

Education / Experience

- Must have a degree in GIS, geography, or related field with demonstrated capabilities in GIS.
- Hands-on knowledge of Esri ArcGIS desktop software, including ArcMap and ArcPro.
- Strong understanding of geodatabases and geodatabase applications, including the ability to use and edit shapefiles.
- Familiar with GPS data collection and data management, including Collector for ArcGIS.
- Previous experience in the electric construction industry, including basic understanding of flow and connectivity of electrical distribution system.
- Previous experience using MS Office software.

Attitude

- Must learn, understand, follow, and promote the cooperative philosophy; be sympathetic with, and be interested in furthering the Cooperative's objectives.
- Must be receptive to changes deemed necessary and be open to suggestions from supervisor as well as peers.

Personal Characteristics

- Excellent customer service to members, vendors, and fellow employees is a key part of this position; integrity, pleasant disposition, and tact are essential.
- Must maintain confidentiality of member information, both on and off the job.
- Must be able to handle a multitude of projects simultaneously and maintain a high degree of accuracy in work performance and finished work quality.

- Must be able to present information and be courteous to others while under stress.
- Must be able to make decisions in the best interest of the cooperative regardless of the circumstances.
- Must be innovative to creatively develop new solutions to problems. Seeks, recommends, develops, supports, and encourages new ideas.

Physical Requirements

- Requires continuous sitting, frequent lifting of ten pounds or less, reaching below shoulder level, and use of keyboard/ computer, occasional standing, walking, bending, climbing stairs, kneeling, lifting up to 25 pounds, and reaching above shoulder level.
- Requires finger dexterity, good hearing and vision, ability to perform close work, and the ability to speak.
- Must be able to read, write and do arithmetic. Requires measuring, analyzing data and reports, conducting research and implementing recommendations.
- The applicant must be able to use office equipment such as copier, computer, and printer.

Environment

- Normal office working conditions, occasional outdoor working conditions to assist with data collection. Occasional work outside of normal work hours may be required.