

TRI-COUNTY ELECTRIC MEMBERSHIP CORPORATION

POSITION SPECIFICATIONS/DESCRIPTIONS

POSITION: Geographic Information Systems (GIS) Specialist
REPORTS TO: Supervisor of Field Engineering
DEPARTMENT: Engineering
EFFECTIVE: June 2021
EXEMPT STATUS: Non-Exempt

PURPOSE OF POSITION:

Assist in the preparation and maintenance of the cooperatives GIS by obtaining, updating, and implementing all information pertaining to the electric distribution system and the fiber network/build out.

MINIMUM JOB SPECIFICATIONS:

Required: High school diploma or general education degree (GED)
Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
Ability to assist in projects with outside parties such as contractors, consulting engineers, state highway departments and local government agencies
Knowledge of CIS/BSS software and how it relates to various departments
Basic knowledge of related technologies, such as GPS, aerial photography and Trimble software
Ability to use Microsoft Windows environment and Microsoft Office
Valid driver's license

Preferred: Associate's or Bachelor's degree in GIS, Electrical Technology or related field
Previous experience working with an electric cooperative
Previous experience working in a similar GIS position or engineering
Previous experience working with mapping, staking, outage management and customer records
Experience in ERSI desktop, server and web applications
Knowledge of electric cooperative construction specifications

PHYSICAL DEMANDS: *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

WORKING CONDITIONS: *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Working inside 80% and working outside 20%

Must be willing to work occasional overtime on and off Tri-County EMC system.

WORKING RELATIONSHIPS:

External:

Ability to work with field personnel through various communication channels.
Ability to work with the staking engineers to populate jobs into the map correctly.
Ability to work with engineering, operations and general office employees as required.
Ability to work with software support personnel in implementation and troubleshooting.

Internal:

Two-way communication with management regarding the status of plans, programs, and procedures; receives direction, work related information, and mandatory approvals; interacts with all departments and divisions to ensure a safe working environment.

TRI-COUNTY ELECTRIC MEMBERSHIP CORPORATION
KEY RESPONSIBILITIES/PERFORMANCE STANDARDS DESCRIPTION

Geographic Information Systems (GIS) Specialist

NOTE: The following are major responsibilities of this position. They are not intended to cover each aspect of the position as the scope and duties of a given position may change or be temporarily altered based on the business needs of Tri-County EMC. The basic requirement of every position is to perform all tasks as assigned by the supervisor.

1. Maintain detailed system maps, supporting records and publishing maps as needed.
2. Post staking sheet information to ESRI based system maps, as well as posting other changes made on the system.
3. Assist in the maintenance of 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.
4. Responsible for accurate and nightly pushes to other software using (GIS) for automatic population of required fields.
5. Provide necessary (GIS) data, drawings and assistance required by employees to aid in the planning, design, analysis, installation, and maintenance of the electric distribution system.
6. Provide all pertinent (GIS) data, drawings and assistance to external agencies.
7. Assist Staking Engineers when help is needed.
8. Work with field personnel to reflect changes made in the field to ensure accuracy in the (GIS) model.
9. Responsible for accurate mapping of fiber build out. Will be required to work with contractors and internal employees to receive accurate placement of fiber plant in the map.
10. Make changes to fiber plant and track fibers correctly in (GIS) systems to mark and track individual fiber routes and splicing changes.
11. Work with field crews to speed up outages to the fiber network with assistance in locating fiber routes and fiber equipment.
12. Care for and maintain all cooperative assigned equipment.
13. Recommend improvements in procedures, forms and equipment pertaining to the (GIS) system.
14. Promote and maintain a safe working environment, observing all safety rules.
15. Perform other duties as necessary or required by the cooperative or by supervisor.