



## **POSITION DESCRIPTION**

- A. **Position:** GIS Technician
- B. **Department:** Engineering
- C. **Reports To:** Manager of Engineering Services
- D. **Position Function:**
  - 1. The GIS Technician shall ensure the integrity of the mapping of the electrical distribution network and applications using the Geographical Information System (GIS).
- E. **Duties and Responsibilities:**
  - 1. Assists in the maintenance of the cooperative's GIS by obtaining, updating, and implementing all information pertaining to the electric distribution system.
  - 2. Assists in the maintenance of 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.
  - 3. Assists in the maintenance of the cooperative's GIS integrations to other systems containing pertinent member and equipment information.
  - 4. Assists in the preparation of system planning and operational studies.
  - 5. Assist in creating and maintaining GIS related field applications through ESRI and ArcGIS Online (ARGOL).
  - 6. Provides necessary GIS data, drawings, and assistance required by employees to aid in the planning, design, analysis, installation, and maintenance of the electric distribution system.
  - 7. Provides all pertinent GIS data, drawings, and assistance to external engineering firms and/or governmental agencies for use in contracted studies or for use in regional geographic information system (GIS).
  - 8. Recommends to the VP of Engineering and Manager of Engineering Services where improved efficiencies for the networking, usability, and operation of GIS technology and related hardware and software may exist.
  - 9. Assists in the maintenance of department files pertaining to electric distribution system equipment.
  - 10. Keeps informed on the cooperative's policies, plans, programs, and rates. Attends safety meetings, training, and other employee meetings as required. Uses safe working procedures and looks out for the safety of others.
  - 11. Cares for and maintains all cooperative assigned equipment and supplies.
  - 12. **This list of responsibilities is not intended to be all inclusive and may be expanded to include other duties that Management deems necessary.**
- F. **Relationships:**
  - 1. **Data Compiling:** gathering, collating, or classifying information about data, people, or things. Reporting and/or carrying out a prescribed action in relation to information is frequently involved.

2. **Speaking-Signaling:** Talking with and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to helpers or assistants.

**G. Position Requirements:**

1. High school and two-year technical degree in Geographical Information Systems, Electrical Technology or related field required. Additional electrical utility and or GIS experience preferred.
2. Experience in Python Scripting.
3. Closely related and progressive job experience may substitute for a portion of the educational requirements.
4. Ability to speak and write clearly and accurately.
5. Use personal judgment and know facts to make decisions and deal with problems.
6. Use computer technology to solve problems or process large amounts of information.
7. Use advanced logic and scientific thinking to solve a variety of complex problems.
8. Understand and use advanced math and statistics.
9. Use technical terms, math and computer symbols, and complex charts and graphs.
10. Lifting 25 lbs. maximum and occasionally lifting and/or carrying such articles as computer printouts, notebooks, ledgers, small tools, etc.
11. Walking and standing are required only occasionally.
12. Must possess a valid Mississippi driver's license.

**H. Working Conditions:**

1. Job is predominately inside, but on occasion, outside work will be required.
2. Working hours are normally Monday through Friday, 8:00a.m. to 5:00p.m., but subject to irregular hours.
3. Occasional travel may be required for conferences or meetings to stay abreast of GIS technology.