

GRICUA JOB DESCRIPTION



GIS Technician

Department: Operations

Reports to: Director of Operations

Eligible for Overtime: Yes

Work Schedule: Regular Shift 7:00 a.m. to 4:30 p.m. Mon – Thurs; 7:30 a.m. – 4:00 p.m. Fri (Participates in GRICUA's Alternating Work Week (AWW) Program)

Position Summary: The GIS Technician, under the direction of the Director of Operations, is responsible for compiling, verifying, maintaining and entering information into multiple databases; utilizes Geographic Information System (GIS) software and hardware to digitize and enter data. Performs Information Technology (IT) technical work supporting desktop, legacy system, database, and/or IT GIS functions. Generates schematics, maps and plats from data in order to provide information regarding different infrastructure systems.

Essential Duties and Responsibilities:

- Design or prepare graphic representations of GIS data, using GIS hardware or software applications.
- Convert data collected from field operations into GIS database with proper and accurate spatial location.
- Interpret aerial photography or imagery.
- Analyze GIS data to identify spatial relationships and/or display results of analyses, using maps, graphs, or tabular data.
- Enter data into GIS/Milsoft databases, using techniques such as coordinate geometry, keyboard entry of tabular data, manual digitizing of maps, scanning or automatic conversion to vectors, or conversion of other sources of digital data.
- Maintain or modify existing GIS databases.
- Review existing or incoming data for currency, accuracy, usefulness, quality, or completeness of documentation.
- Processes construction as-builts, and construction designs.
- Creates and updates various map types using planimetric and thematic mapping techniques and aerial and satellite data, and maintains map collections.
- Help establish and maintain a company-wide standards and practices for data collection, data conversion, data maintenance and upgrades.
- Provide technical support within GRICUA to users regarding the maintenance, development, or operation of GIS & Milsoft databases, equipment, or applications.
- Establish and maintain effective working relationships with those contacted in the course of business.
- Prepare application maps and data related to certain applicable permits from state and local land management agencies for electric utility facilities. These may include encroachment permits; Conditional Use Permits, railroad and DOT permit applications for utility facility crossings and longitudinal encroachments.
- Develop and maintain mobile data collection tools for internal GRICUA users.
- Familiar with and maintains Siting and Land Rights computer database for all projects assigned to this position.
- Field data collection based on engineering designs, and construction as-builts.
- Performs other related duties as assigned or requested.

Knowledge, Abilities, Skills for Success:

- High proficiency in ESRI advanced software platforms.
- High proficiency in Microsoft Office software, such as data entry, word processing and spreadsheets.
- High proficiency of cartographic design.
- Excellent written and oral communication skills.
- Excellent time management and organizational skills.
- Ability to establish and maintain effective working relationships with co-workers.

Qualifications (Minimum Education/Experience):

- Bachelor's degree in Geography, Engineering, Computer Science, GIS or equivalent experience .
- Utility experience Preferred.
- Ability to obtain and maintain a general understanding of applicable federal, state and tribal land rights laws, codes, ordinances and regulations.
- Ability to collect, summarize and perform analysis on GIS data.
- Ability to develop GIS databases in multiple formants.
- Ability to develop a variety of web tools through ArcPortal and Survey123.
- Ability to georeferenced/geocode data.
- Demonstrated knowledge of ESRI data formats and map optimization techniques.

Types of People Contact: Interfaces with senior management, governmental and tribal agency personnel, office staff and field personnel on a variety of topics.

Mental and Physical Demands: Work will be performed in the field, business office and various off site locations. Duties require working along and with others. Engages in normal level of conversation on the phone and in-person with occasional noise in warehouse.

Work Environment: Inside and outside often in inclement weather (extreme heat, storms, & occasional cool temperatures).

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. GRICUA reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees will be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by GRICUA as its discretion to enable individuals with disabilities to perform the essential functions.

Signature of Employee

Signature of Employer Representative

Printed Name of Employee

Date Signed