

JOB DESCRIPTION

Job Title:	GIS Technician
Reports To:	Engineering Manager
FLSA Status:	Non-Exempt
Salary Grade:	15
Effective Date:	February 2024

Position Overview

The GIS Technician duties will include reading and interpreting maps and GIS data, entering data into a GIS database, creating maps utilizing computerized programs associated with the department, and compiling reports. This position will also assist the Engineering department with support on the everyday activity and workload of the Outside Plant engineers. Decision making is made in conjunction with supervisors and management.

Essential Duties and Responsibilities

GIS Duties

- Compile reports utilizing available GPS and GIS data sources.
- Maintaining GIS database and troubleshooting issues.
- Work closely with Engineering to facilitate effective completion of projects.
- Complete assigned tasks timely and efficiently while adjusting to changing priorities.
- Prepare reports and maps from GIS data to meet business objectives.
- Work with City, County, State, and Federal agencies to obtain and post updated GIS data and other boundary information into the MapWise database. This includes tax codes, city limits, census tracts, etc.

Other Duties and Responsibilities

- Updates and maintains computerized Outside Plant mapping records by posting “as-built” work order data into the system.
- Monitors Outside Plant mapping to assure the records are up to date, accurate and consistent.
- Assists engineers in preparing work orders associated with service orders, plant condition reports, plant upgrades, both greenfield and brownfield developments and joint utility projects.
- Assists Engineering personnel by preparing and processing permit applications, easements, and pole contact information.
- Assists engineers with compiling data and creating computerized “cut sheets” for work orders.
- Maintains a basic level understanding of the Company’s products and services in order to potentially assist customers with basic questions regarding products and services.
- Actively participates in the performance management process which includes goal setting and identifying opportunities to learn, develop and/or improve skills. Proactively follows through on meeting performance objectives and expectations. Cooperates with others to achieve shared objectives.

- Demonstrates a positive attitude in daily interactions. Encourages positive relationships among the staff and promotes good morale in the workplace.
- Safely operates Company vehicles when assigned.
- Establishes and maintains good working relationships with personnel from other utilities and governing agencies.
- Maintains positive working relationships with personnel from other departments throughout the Company.
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities

1. Typically requires at least two years using Geographic Information System (GIS).
2. Requires computer skills using MS Office 365.
3. Advanced Statistical, mathematical and methodology skills.
4. Requires the ability to maintain good working relations with personnel from other departments at the Company and outside agencies.
5. Must have time management and organizational skills along with the ability to multi-task.
6. Possess strong communication, teamwork, problem-solving, and interpersonal skills.
7. Must demonstrate initiative and attention to detail, possess the ability to analyze facts, and make recommendations.
8. Requires a valid Oregon driver’s license and the ability to maintain a valid license.
9. Requires the ability to work under general supervision. Must be able to work hours scheduled, including extended hours when the need is required.

Preferred Qualifications

1. Experience in telecom, engineering, computer science or land surveying
2. Experience with ArcMaps, QGIS, AutoCAD and Google Earth.
3. Understanding of cartographic elements
4. Experience using Python.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is required to stand, walk, bend and stoop.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The physical effort applied in this job includes:

- | | | | |
|--|---|--|---|
| <input checked="" type="checkbox"/> Lifting | <input checked="" type="checkbox"/> Pulling | <input checked="" type="checkbox"/> Reaching | <input checked="" type="checkbox"/> Manipulating |
| <input checked="" type="checkbox"/> Carrying | <input checked="" type="checkbox"/> Pushing | <input type="checkbox"/> Shoveling | <input checked="" type="checkbox"/> Keying/typing |
| <input type="checkbox"/> Other (specify) | | | |

Lifting and frequency required by the job:

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.				✓
Between 1 & 5 lbs.		✓		
Between 5 & 25 lbs.	✓			
Between 25 & 60 lbs.	✓			
More than 60 lbs.	✓			

Work Environment

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job is typically performed under very comfortable working conditions; most disagreeable elements are generally absent during normal performance of job.

Attendance

Regular and reliable attendance is required.

Safety

This position requires the ability to support a safe work environment by performing duties in accordance with acceptable, safe work procedures. This includes but is not limited to: reporting all incidents and accidents to your supervisor immediately but no later than within 24 hours; maintaining the work area in a safe and healthful condition; reporting, and whenever possible correcting, unsafe working conditions; operating vehicles while in the course of employment in a safe and lawful manner; and providing assistance to reduce or eliminate workplace hazards.

Acknowledgement

I am able to perform all the essential functions of the job, as described in this job description.

Signed	Date
Printed Name	