

GIS Technician



Posted: March 16, 2021 | Deadline: **Sunday, April 4, 2021 5:00 PM CST**

Job Type: Full-Time | FLSA Type: Non-Exempt/Hourly

Position Summary

An ideal GIS Technician has solid experience in GIS mapping, data management, and/or electric distribution systems. This position requires a strong knowledge of OMS systems and experience with or the ability to learn integrative softwares, such as Windmill Map/EA, SEDC, Milsoft, Partners Staking, SCADA, AMI, GPS, and CAD. While most work is independent requiring strong self-motivation, the ability to interact with diverse groups and departments through information sharing is integral in the success of this position. All candidates must be able to meet or exceed the requirements outlined in the job description. Applicants with greater education and experience will be considered for positions with increased responsibilities and compensation.

The ideal candidate would possess a strong desire to live and work in rural west Texas and care deeply about the mission of a rural electric distribution cooperatives.

Work Hours/Conditions

- Established work schedule is Monday – Thursday, 6:30 am to 5:00 pm with a one (1) hour lunch break.
- Majority of work takes place in a controlled office environment. In-field work is required from time to time.
- See job description for physical requirements.

Education/Education

- High school diploma or equivalent is required.
- Bachelor's degree in Geography, Cartography, Natural Resources, Computer Science, Planning, Environment Science or a related field is preferred; 10 years AMI experience may be substituted in place of degree.
- 3 or more years in mapping, electric distribution, or related field is required.
- Surveying experience and CAD experience is preferred.

Certification/Requirements

- Must possess a current driver's license and maintain an insurable driving record.
- Must be able to complete and pass CPR and First Aid training.

Please see full job description below for further details.

Cooperative Overview

Taylor Electric is an equal opportunity employer and drug-free workplace that has been in existence since 1939. We serve the Big Country area from covering 13 counties with a strong business acumen, commitment to our community, and, above all, dedication to serving our members.

How to Apply

- A professional resume and employment application are required to apply for this position.
- Click [here](#) to access the employment application or visit our careers page at www.taylorelectric.com/careers.
- Submit your information through email, mail, or delivery. careers@taylorelectric.coop, mailing address below
- **Applications submitted after the deadline will not be considered** unless further applications are required.
- For more information call our Human Resources department at 325-793-8539.

JOB DESCRIPTIONS

Taylor Electric Cooperative, Inc.

Job Title: GIS Technician
FLSA Status: Non-exempt
Job Codes: TEC: 16DD | NRECA: 54-4422

Department: Engineering
Sub-department: Mapping
Date Revised: March 2021

1. Objective

- a. Operates and administers the GIS system, software, and interfaces with other systems keeping IT involved.
- b. Evaluates, recommends, and implements new applications and geo-referenced data sources to enhance efficiencies.
- c. Supports all internal departments through maintaining accurate mapping system and providing reports, print outs, maps, and other materials as requested.
- d. All above objectives are expected to be performed with the Cooperative's best interest in mind and in line with the Core Values.

2. Essential Job Functions

- a. Maintains GIS System with accurate details ensuring interface with other systems
- b. Locates and vets public domain geospatial data as directed and in accordance with IT policy.
- c. Derives data from a variety of sources including but not limited to CAD drawing files, engineering plan files, construction "as built" drawings, GPS units, imagery, terrains, and other geospatial sources.
- d. Collects field points in all environmental conditions using GPS equipment and posts processing/RTK data to import into ESRI software.
- e. Serves as subject matter expert on all things geographical including hardware, software applications, and theoretical knowledge. Trains field personnel in use of provided geographical data and mapping.
- f. Serves as technical interface for TECI with software and hardware vendors in area of expertise.
- g. Performs on call and/or overtime regardless of time or weather conditions in order to maintain TEC's facilities in optimum operating condition.
- h. Supports the Fiber department along with CrescentLink Network Manager software.
- i. Supports Engineering and System Control with Milsoft Suite of Software
- j. Supports Staking with the Partners suite of software and Reavis Code software.
- k. Supports Operations department by exporting data to field map viewer program.
- l. Supports Member Services by providing map exports and polygons for inclusion in outward facing publications
- m. Is prepared to work on short notice on various projects not necessarily within stated responsibility

3. Reports to

- a. Director of Engineering

4. Supervises

- a. This is not a supervisory position

5. Job Specifications

- a. Technical Skills – Must have solid GIS skills, including field data management, data management, and cartography. Must have the ability to learn the TECI's service area and distribution system. Must have the ability to learn and understand the installation of transformers, wiring of transformer banks, regulators, capacitors, and other special equipment.
- b. Language Skills – Must have the ability to read, write and speak the English language.
- c. Personal Characteristics – Must be a team player and continually represent TEC in a positive manner. Must exhibit a willingness and ability to accept increasing responsibilities and continual job training.
- d. Mathematical Skills – Must have the ability to apply basic concepts such as fractions, percentages, ratios, and proportions to practical situations.
- e. Computer Skills – Must have solid knowledge of the GIS mapping system, AMI software, consumer information system. Must be able to utilize PC systems with a working knowledge of Microsoft Suite, email, and internet.

- f. Communication Skills – Must have ability to read, analyze, and interpret technical procedures, and governmental regulations. Must have the ability to write reports, technical forms, and business correspondence. Must have the ability to effectively present information and respond to questions from diverse groups.
- g. Reasoning Ability – Must have the ability to define problems, collect data, establish facts, and draw valid conclusions. Will be expected to obtain and present the necessary facts to create a cost/benefit oriented business case for proposed actions to the Director of Engineering.
- a. Communication Skills - Must be able to convey complex concepts in a simple and concise manner. Must have the ability to write reports, business correspondence, and procedure manuals. Must have the ability to effectively present information and respond to questions from a diverse group.
- b. Computer Skills – Must have a working knowledge of/be Microsoft Suite (Outlook, Word, Excel), email and internet usage. Must be able to learn SEDC-UPN accounting system and Report IQ. Must have data entry skills and able to create, use, and analyze data in electronic spreadsheets.
- c. Personal Characteristics – Work requires independent and original thinking. Must be a team player and also able to work independently. Must work well in a team environment with diverse groups of people. Maintaining high integrity is a must. Must represent the Cooperative in a positive manner.
- d. Physical Characteristics –Will be required to regularly sit and frequently stand and walk. Must be able hear. Will be required to lift up to 30 pounds. Will be required to use hands and fingers to handle or feel, reach with arms; climb or balance; stoop, kneel, crouch, or crawl. Must possess general dexterity to operate a personal computer, telephone, and office equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- e. Working Conditions – Majority of work takes place in a controlled office environment. Noise level is usually moderate. In-field work will be required from time to time. May be exposed extreme weather conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; risk of electrical shock and vibration.
- f. Working Hours – Average work week consist of four (4) ten (10) hour days. Regular work schedule is Monday – Thursday, 6:30am to 5pm with a one (1) hour lunch. Work regularly scheduled hours, although overtime work on outside of normal working hours may be required.

6. Education and Experience

- a. High School diploma or equivalent is required.
- b. Bachelor's degree in Geography, Cartography, Natural Resources, Computer Science, Planning, Environment Science or a related field is preferred; 10 years AMI experience may be substituted in place of degree.
- c. 3 or more years in GIS mapping, electric distribution, or related field is required.
- d. Surveying experience and CAD experience is preferred.

7. Licenses and Certificates

- a. Must possess a current driver license and have and maintain an insurable driving record.
- b. CPR and First Aid Certification (on-job training provided)

8. Remarks

- a. The foregoing position description is not all-inclusive of the duties to which the employee may be assigned. In order to ensure maximum flexibility and efficiency and to encourage cross training, employees will be assigned additional duties as are deemed necessary by the Chief Executive Officer.