

Employment Opportunity – GIS Technician

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Department: Power

FLSA Status: Exempt

Reports to: Power Operations Manager

Job Status: Full-Time

Positions Supervised: 0

Work Schedule: Monday – Friday 8-5 (Some overtime may be required)

Position Purpose: The GIS Technician is responsible for mapping of electrical or fiber facilities on a Geographic Information System, ESRI, and related AM/FM mapping activities for the utility.

Expectation for all employees: Support the organization's mission, vision, and Professional Purpose by exhibiting the following behaviors: operational excellence, collaboration, innovation, self-improvement, integrity, and customer commitment.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each core duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Core Functions

Performs a variety of administrative tasks related to transferring work order documentation into GIS mapping related programs.

Assists to coordinate maintenance schedules and vendor support for GIS.

Coordinates the collection, verification, and entry of critical information into the GIS, ESRI, and Customer Information Systems (CIS).

Assists in coordinating the exchange of data between related software programs and systems including work order management, outage analysis, engineering analysis, SCADA, ETI overture and the Customer Information System.

Performs data mapping and analysis tasks including verification of work order data, preserving critical data on electric system infrastructure and other queries of information needed to support operational requirements.

Interpretation of utility maps to identify the physical location of system equipment, including cross reference of CAD drawings to verify transformer, street lights, and fiber device information.

Produces printed maps, GIS/ESRI plots and work orders as requested.

Coordinates field data collection using GPS Technology for all utility systems as business requires.

Expected to develop knowledge of electric system and skills needed to perform as relief dispatcher, including communications protocol with field crews and other internal or external personnel.

Additional Responsibilities

Route, print, schedule, and dispatch installs and service calls to technicians and contract installers.

Assists in field data verification and identification of equipment

Provide technical support in GIS Technology and software.

May participate in special projects in GIS & Printing Construction Drawing

Maintain outage information including calculations and circuit information for SADI and CAFI reports.

As part of a service oriented organization, perform any and all duties requested, whether scheduled or on an emergency basis.

Observes and follows all safety rules, procedures, standards and specification codes in all job aspects.

Ability to maintain reliable, predictable, and reasonable attendance.

Must maintain a valid drivers' license from state of residence.

Qualifications: Knowledge, Skills, & Abilities

Associate degree in GIS, ESRI, or CAD related programs or related field or equivalent number of years of experience.

Knowledge of GIS system administration and facilities mapping.

Knowledge of ESRI products, CAD mapping, document presentation, and SQL database.

Intermediate computer skills that contains a broad knowledge; knows and applies the full range of concepts, practices of the field.

Communicate frequently in a professional manner with internal and external persons

Competencies include communication, coordinating, vocational and analytical skills.

Preferred Qualifications

Bachelor degree in GIS, ESRI, or CAD related programs or related field or equivalent number of years of experience.

Minimum of 3 years work experience and training in network implementation, management, and customer service.

Knowledge of computer communications

Other requirements:

May be required to attend up to but not limited to 20 hours annually of certification training.

Seek to stay abreast new technology to ensure best practices for operations.

Basic Leadership skills

Contact :

EOE/M/F/D/V

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E-Verify

All career opportunities require a completed application form. You may attach a resume. Forward the completed application along with the resume by email, fax, or by mail to the



address below. MU only accepts employment applications when a job opening is available.

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Applications and resumes can be sent to:

Email:

hr@musfiber.net

Mail:

Human Resources Director

P.O. Box 667

Morristown, TN 37815-0667

Fax:

(423) 616-0264