



POSITION DESCRIPTION AND SPECIFICATIONS

POSITION TITLE: GIS MAPPING TECHNICIAN

EEO Group: Technicians

Overtime Status: Non-Exempt

Division: Engineering

Section: GIS

Reports To: Supervisor, GIS and Network Administration

Position Back-Up: GIS Analyst

Grade: 6

Position Summary: Performs various GIS mapping functions as required by the Engineering Department.

Essential Duties and Responsibilities:

1. Observes CEMC safety rules, procedures, safety policies, and bulletins.
2. Posts system work orders and makes edits utilizing desktop ArcGIS software into enterprise geodatabase on a daily basis.
3. Generates various GIS maps from system maps in various formats.
4. Performs scheduled and ad hoc queries against database based on numerous criteria.
5. Operates portable GPS units to locate power lines, utility poles, and other geographic features.
6. Interacts with Engineering Department frequently to interpret work orders from field-staking software for quality control purposes.
7. Maintains and updates the work queue in a timely fashion from within the CIS software and completes all work-flow tasks relate to the GIS/Mapping Division.
8. Represents the Engineering Department as required.

Equipment Used:

Cooperative vehicle, Personal Computer, Survey equipment including GPS devices, Fax, Copier, Scanner, and Plotter.

Software Used:

Microsoft Office Suite (including Word, Access, Excel, and Outlook), GIS/ESRI, SQL, CAD-based design (including AutoCAD and Microstation), Partner Field Designer, MilSoft Windmil, NISC ABS, CIS and Outage Management, and Crystal Reports.

Education Degrees, Certificates, Licenses, and/or Training: *Exceptional favorable experience may be considered for a portion of the education requirements.*

Required: High School Diploma or equivalent.

Two-years of education in engineering-related field including coursework in geographic information systems, geography, planning, or a related field.

Valid Tennessee Drivers License.

Preferred: Associates or Bachelor's degree in a related field of study.

Experience, Knowledge, Skills, and Abilities: *Exceptional favorable education may be considered for a portion of the experience requirements.*

Required: Minimum of two years working experience with computer hardware, GIS (ArcGIS preferred), ESRI ArcMap 9.x, MS Access and databases.

Working knowledge of remaining software and equipment.

Strong analytical and statistical application skills.

Experience, Knowledge, Skills, and Abilities continued: *Exceptional favorable education may be considered for a portion of the experience requirements.*

Required: Ability to communicate effectively (face-to-face, telephone and e-mail), meet people easily and win their confidence, and be able to discuss the Cooperative's viewpoints and objectives as required.

Ability to analyze plans, charts, and drawing schematics.

Ability to work independently and under pressure when situation requires it.

Preferred: Experience with working in a version-database environment and experience with geometric networks.

Knowledge of databases and editing in AutoCAD (Version 2006 or newer).

Physical Demands: *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

Visual Acuity, manual dexterity, hearing, standing, walking, sitting, bending, stooping, squatting, lifting and carrying up to 20 pounds, twisting, balancing, kneeling, crouching and climbing.

Working Conditions:

Minimum of eight hours a day, five days a week.

Erratic working hours and pressure to meet various deadlines.

Primarily works in an office environment with almost constant interaction with other employees and/or the public with periodic interruptions and use of computer.

Occasionally (approximately 5% of time) works outside, to include inclement weather conditions and exposure to vicious dogs and other farm animals.

Occasionally travels to CEMC district offices and service area.

Occasionally travels to meetings, to include overnight, outside of CEMC service area.

This position description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required.

CEMC reserves the right to revise or change the description and specifications as the need arises.

This position description does not constitute a written or implied contract of employment.

Updated: January 2003, September 2006, June 2010