

INDIAN ELECTRIC COOPERATIVE, INC.

POSITION DESCRIPTION

GIS TECHNICIAN

Department: Engineering
Reports to: GIS Supervisor
Responsible for: Non-supervisory position

I. SPECIFICATIONS

Education: An associate degree required or equivalent experience in a GIS or related field may be substituted for education requirement.

Experience: Must be proficient in Geospatial data management systems including: ESRI software, MapWise software, iOS and Android operating systems.

Job Knowledge: Must understand GIS geospatial concepts including projections, topology, relational databases and cartographic production. Must have an understanding of computer and server administration.

Abilities and Skills: Ability to communicate effectively, orally and in writing. Basic computer operating skills in a Microsoft OS. Software proficiencies in the following: Microsoft Office, electronic mail basics, and remote desktop applications. Familiar with relational database management systems like Microsoft SQL Server and the ability to read, write, and troubleshoot SQL. Organizational and time-management skills are essential. Proficiencies in mobile device hardware and software in a mobile environment. Must be certified in First Aid, CPR, and AED or possess the ability to become certified within one year. Required to possess and maintain an Oklahoma Class D driver's license.

Working Conditions: Sedentary indoor desk work. Must be willing to do some field location work, as required. Must be willing to work overtime as required. Must be willing to attend courses relating to his/her area of work.

II. RESPONSIBILITIES AND DUTIES

- A. Using company tools and software to maintain, update, backup and administer IEC's mapping system in ESRI and MapWise software packages.
- B. Assist in Administering and maintaining the MapWise Server.
- C. Coordinate with the various cooperative departments on the training, use, updates and troubleshooting the MapWise Software.
- D. Manage and work efficiently in IEC Work Management software to facilitate accurate service order management.
- E. Update the Outage Management System with the updated versions of the electrical model.
- F. Assist with the Administration of Joint-use documentation and data.
- G. Provide secondary support on mobile devices.

- H.** Train cooperative personnel on hardware and software packages used in conjunction with the GIS systems.
- I.** Perform other mapping, map related graphics and mapping analysis as assigned.
- J.** Other duties as assigned.

III. PHYSICAL REQUIREMENTS

Must meet and maintain all physical requirements as outlined on the attached physical requirements sheet that is incorporated as a part of this job description.

Date

Signature

IMPORTANT: According to current laws, management reserves the right to change job duties or working schedules in order to accommodate individuals with disabilities.

Job Description – Physical Requirements

Job Title: _____

Department: _____

Mark the appropriate box for the following items to describe the extent to which each specific activity is performed:

NUMBER OF HOURS PER DAY						NUMBER OF HOURS PER DAY					
Activity	0	1-2	3-4	5-6	7+		0	1-2	3-4	5-6	7+
						<u>Repetitive Use of Hands</u>					
Sitting						Unilateral					
Standing						Bilateral					
Walking						<u>Grasping</u>					
Bending						Unilateral					
Crawling						Bilateral					
Climbing						<u>Fine Dexterity</u>					
Reaching						Unilateral					
Crouching						Bilateral					
Kneeling						<u>Repetitive Foot Control</u>					
Balancing						Unilateral					
Push/Pull						Bilateral					

WEIGHT HANDLING PER WEEK						WEIGHT HANDLING PER WEEK					
<u>Lift & Carry</u>	0 HR.	1-10 HR.	10-15 HR.	15-30 HR.	30+ HR.	<u>Lift Overhead</u>	0 HR.	1-10 HR.	10-15 HR.	15-30 HR.	30+ HR.
- 10 Lbs						- 10 Lbs					
11 to 25 Lbs						11 to 25 Lbs					
26 to 50 Lbs						26 to 50 Lbs					
51 to 75 Lbs						51 to 75 Lbs					
76 to 100 Lbs						76 to 100 Lbs					
+ 100 Lbs						+ 100 Lbs					

Comments: _____

Required to climb: Utility Poles Trees Other _____

Exposure to dust, gas, or fumes: Yes No Comments: _____

Special safety equipment used: Hard Hat Safety Glasses Hearing Protection Foot Protection
 Hand Protection Class 3 Gloves Class 0 Gloves Rubber Sleeves Harness Other: _____

Exposure to extreme changes in temperature or humidity: Yes No Comments: _____

Employee works: Inside _____% Outside _____% Total: 100 %

Employee's Signature: _____ Date: _____