

# ***VALLEY ELECTRIC ASSOCIATION, INC.***

## **JOB DESCRIPTION**

### **I. IDENTIFICATION**

- A. Title: **GIS/Mapping Technician**
- B. Department: Engineering
- C. Reports To: Supervisor of Lands

### **II. OBJECTIVES**

This position reports directly to the Supervisor of Lands, with specialized skills, knowledge and responsibility to analyze and administer geographic information system (GIS) data in support of electrical systems and communication networks.

### **III. KEY RESPONSIBILITIES**

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.

- a. Prepares, maintains, and updates maps and other graphic representations of the communications network and network resources using GIS tools.
- b. Prepares, maintains and updates GIS data including distribution and transmission lines, poles, meters, field equipment for VEA's electrical system. Obtain as-built information from Engineering and Operations departments and transfer provided data into VEA's GIS database.
- c. Assists with preparing, maintaining and updating information relating to right-of-ways, easements and other land records.
- d. Develop GIS models using Spatial ModelBuilder, Python or other GIS scripting languages to aid in the planning, design, analysis, installation, and maintenance of VEA and VCA assets.
- e. Develop mobile applications using GIS technology to automate routine tasks and support daily operations.
- f. Trains and assists co-workers in using mapping software.
- g. Design and deploy database schema updates to support business requirements.
- h. Provides all pertinent GIS data, drawings, and assistance to external engineering firms and/or governmental agencies for use in a regional GIS.

This job description in no way implies that the duties and responsibilities listed herein are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and training as instructed by the supervisor.

#### **IV. AUTHORITIES AND ACCOUNTABILITY**

- a. The GIS/Mapping Technician shall have full authority to carry out the responsibilities and duties of this position in conformity with established policies and procedures.
- b. The GIS/Mapping Technician is accountable to the management of the Cooperative for the efficient performance of these responsibilities and that, although some of these responsibilities may be assigned to another person, the accountability for the successful completion of these responsibilities cannot be.
- c. The GIS/Mapping Technician is required to use initiative and judgment in making decisions, remembering that the Cooperative's best interest will be affected.
- d. The GIS/Mapping Technician will be expected to make suggestions for the improvement of operations and efficiency.
- e. The GIS/Mapping Technician shall secure the approval of the Supervisor of Lands, Manager of Engineering or Executive Vice President of Engineering and Compliance in making decisions when policies are not clear or require interpretation.

#### **V. RELATIONSHIPS**

Employee will communicate, collaborate, and cooperate with colleagues, customers, and vendors.

##### Inside the organization:

- a. The position reports directly to the Supervisor of Lands, with additional reporting responsibilities to the Manager of Engineering and the EVP of Engineering and Compliance.
- b. No positions report to the GIS/Mapping Technician.

##### Outside the organization:

- a. Other companies and organizations: Vendors

#### **VI. SPECIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:** Associates Degree in Geographical Information Systems or Geography, or an equivalent combination of experience and education that satisfies the requirements of this position. Bachelors of Science Degree in Geographical Information Systems or Geography highly preferred.

**Experience:** In the absence of an AA or BS degree, incumbent must have 5 years directly related experience working with GIS applications, e.g., GIS Technician. Previous experience with electric utilities or telecom GIS and experience with automating workflows and implementing customized data models is highly preferred.

**Knowledge:** In-depth knowledge of GIS utilization and applications is required. Understanding of standard database management is required.

**Abilities and Skills:** Must be able to organize work to meet deadlines. Must have the ability to work independently, perform the activities necessary to complete work assignments described in the position description. Must possess or be able to obtain a valid Nevada Driver's License.

**Working Conditions/Work Environment:** Work will typically be indoors at a desk with occasional work outdoors. Some travel outside the system may be required.

**Physical and Mental Requirements:** Ability to lift 20 pounds. Ability to sit most of the time at a desk. Must have the ability to perform repetitive motions with hands and fingers such as dialing and keyboarding. Must have the ability to use office equipment such as a copier, computer and printer. Must have the ability to communicate to individuals, small and large groups. Must have the ability to read, write and do arithmetic. Must have the ability to present information to others. Must be able to organize work to meet deadlines. Must have the ability to work independently, perform the activities necessary to complete work assignments described in the position description. Work requires attention to detail and creation of maps and diagrams, which require a high degree of accuracy and detail.

Accepted  
by Date: \_\_\_\_\_

\_\_\_\_\_  
Employee

Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor