

**Position Description**

**GIS Technician**

**Job Summary and Objectives**

The Geographical Information Systems (GIS) Technician is responsible for keeping the fiber and electric system models and the geographical background accurate and current by means of the GIS. The GIS Technician will produce maps, diagrams, drawings, and reports as needed, using the GIS, AutoCAD, and other related software or systems.

**Responsibilities and Essential Job Functions**

1. Process service orders and work orders into the GIS and verify that the data has been properly entered into the accounting and customer information systems.
2. Updates and makes changes to the land base information including but not limited to highways, roads, lakes, rivers, creeks, wetlands, city limits, town limits, district lines, tax districts, service territories, easements, Board districts, property lines, and developments.
3. Imports and exports data to and from the GIS to facilitate the sharing of information with government agencies, developers, police departments, fire departments, and other utilities as needed.
4. Produces maps, diagrams, drawings, and reports as needed using the GIS, AutoCAD software, database software, and associated plotters, printers, or copiers.
5. Supports and keeps abreast of the bylaws, guidelines, policies/procedures and philosophies, rates and energy conservation programs of the Cooperative at all times in an effort to answer member inquiries.
6. Observes all safety rules and attends monthly safety meetings.
7. Maintains and develops knowledge, skills and abilities to meet ever-changing business requirements.
8. Learns and complies with all board policies and work rules, and all safety policies, procedures, rules and regulations. Demonstrates understanding by consistently working in a safe, productive manner. Attends training as required.

These statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is not intended to be construed as an exhaustive list of all responsibilities and tasks that may be assigned.

**Relationships**

Reports to: GIS Administrator

Directs: None

Internal: Regularly confers with employees and other departments as needed.

External: Maintains an attitude of public service and gives advice and assistance to foster goodwill between the cooperative and its members and prospective members. State, County, and City governments to exchange facility and geographical data as needed. Computer and software vendors to correspond with as needed to resolve problems and gain assistance related to the GIS, GPS, AutoCAD, and the associated plotters, printers, or copiers. Missouri One Call to exchange facility data to assist in the effort to avoid damage to underground utility. In all interactions professionally represents the cooperative to enhance the cooperative’s image and promotes Co-Mo Connect services as appropriate.

**Physical Requirements**

This position mainly requires sitting to complete work with a computer and telephone. Some walking and standing are also required, as well as occasional lifting and/or carrying and/or pushing/pulling of various items less than 10 pounds. Visual and audio acuity is essential to this position.

**Qualifications**

To perform the job successfully, an individual should have the following education, competencies, and experience:

* High school diploma or equivalent required.
* Additional education or training related to computer-aided design and/or GIS preferred.
* Additional education or training related to the fundamentals of fiber or electric technology is desirable.
* Two years’ experience mapping fiber or electric networks with the use of AutoCAD and/or AM/FM/GIS application desired.
* Knowledge of Outage, Accounting, and Customer Information Systems and how it relates to GIS.
* Must possess valid Missouri Drivers License.
* Strong written and oral communications.
* General knowledge of how the fiber or electrical systems work required.
* Ability to work as a team player.

**Working Conditions**

Normal office conditions with occasional outside work may be required to verify field information. Some irregular hours may be required during emergency situations. Some overtime will be required. Occasional day time travel for training or various errands as needed to complete the responsibilities of the position.

The GIS Technician is a non-exempt position.

Co-Mo Electric Cooperative is an Equal Opportunity Employer and employment is at-will.

**Reviewed by Supervisor**

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Reviewed by Employee**

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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