GIS/Mapping Technician

Position Description

<table>
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<tr>
<th>Department:</th>
<th>Technical Services</th>
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<td>Immediate Supervisor:</td>
<td>Technical Services Superintendent</td>
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<td>Pay Group:</td>
<td>Field</td>
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<td>Pay Grade:</td>
<td>8</td>
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<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<td>Last Updated:</td>
<td>10/21/2015</td>
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<td>Positions Supervised:</td>
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Position Summary

Produce and maintain Graphical Information System (GIS) electric and water system maps. Collect and maintain Global Position System (GPS) data. Perform basic Information Technology (IT) technical work to support GIS mapping function. Perform project staking and oversee project permitting process. Provide technical support for management and departments.

Essential Functions

1. Produce and maintain GIS mapping. Design and publish physical maps, mapbooks, and specification books:
   A. Produce and maintain the ESRI GIS electric and water system maps. Collect, maintain, and update data and layers within multiple databases.
   B. Generate and maintain AutoCAD drawings, schematics, and details.
   C. Produce and maintain electric substation one-line drawings, electrical feeder maps, meter reading route maps, and other system maps.
   D. Publish physical electric and water system maps and mapbooks.
   E. Produce project construction drawings and maps for internal and external use.
   F. Perform basic IT technical work to support GIS mapping functions.

2. Perform project staking and permitting:
   A. Operate and maintain GPS devices.
   B. Oversee integration of GIS data.
   C. Perform project, easement, and road right-of-way staking.
   D. Oversee project permitting process and documentation.

3. Perform the following general duties:
   A. Produce maps, drawings, and/or documentation to support other departments.
   B. Assist with electrical underground cable and water system locating.
   C. Assist with infra-red camera work.
   D. Assist with supervisory control and data acquisition (SCADA) work.
   E. Assist with residential customer electric meter disconnects, reconnects, and installations.
   F. Snow removal and general grounds maintenance.
   G. Other duties as assigned.
4. Performs other essential job duties.
   A. Regular and timely work attendance.
   B. Follows all safety procedures.
   C. Participation in safety training.
   D. Participation in industry training.

**Required Knowledge, Skills, and Abilities**
- Ability to efficiently use ESRI and AutoCAD software.
- Ability to efficiently use computer, word processing and spreadsheet software, phone, copier, and other standard office equipment.
- Ability to efficiently use GPS devices.
- Ability to learn and use computer software applicable to essential functions.
- Ability to make decisions within policy and position parameters.
- Ability to work independently.
- Ability to communicate effectively.
- Ability to professionally interact with supervisors other employees.
- Ability to interact with customers in a courteous and efficient manner.
- Ability to perform all required physical work which may include sitting, standing, stooping, kneeling, crouching, walking, or crawling.
- Ability to drive assigned vehicles up to 25% of the time.
- Ability to work approximately 75% of the time in an office environment.
- Ability to work approximately 25% of the time in the field.
- Ability to infrequently lift 50 lbs.

**Minimum Qualifications**
- High school degree or equivalent.
- Four year college or vocational training in GIS mapping/staking, engineering, or equivalent industry experience.
- Possess and maintain a valid Minnesota driver’s license.

**Preferred Qualifications**
- Five years electric utility mapping experience.
- Knowledge of electric distribution systems.
- Knowledge of SCADA systems.
- Knowledge of water distribution systems.
- Ability to efficiently use Crystal Reports.
- Ability to efficiently operate construction type equipment.
- Ability to operate all small hand tools and hand/power equipment.
- Ability to obtain and maintain a Minnesota Class A license.