

**Intercounty Electric Cooperative Association**  
**POSITION DESCRIPTION**

**Position Title:** Part-Time GIS Mapping Technician (430-01)

**Department:** Information Technology

**Work Location:** Missouri

**Supervisor Title:** Director of Information Technology

**FLSA Status:** Hourly

**Description Date:** January 3, 2019

**Last Reviewed Date:** January 3, 2019

**Basic Position Function**

Under general supervision of senior GIS technical staff, this position involves entry-level technical work in multi-tier Geographic Information System (GIS) operations and services. Duties include digital data entry and maintenance, executing applications, and producing maps and related graphic output and reports. Performs related work as required.

**Description of Duties**

**Essential Functions:**

**Duties**

Work with digital and/or paper resources to layout and draft landbase and utility facilities with the Cooperative's GIS Mapping System.

Provide export of mapping systems data as required supporting programs or projects as required.

Coordinate with field personnel to correct distribution system layout discrepancies.

Update mapping changes and assist with the updating and maintenance of associated system databases.

Review accuracy of mapping systems and corresponding data to ensure that these systems will integrate with and support other systems utilized by the Cooperative.

Coordinate and perform download of mapping data and corresponding GIS data activities such as pole inspections, work orders, etc. as necessary to maintain current system maps.

Provide mapping updates to Cooperative personnel on a periodic basis. Mapping updates shall be provided in both a digital as well as paper format as necessary to support the cooperatives operations.

**Non-Essential Functions:**

All other duties as directed.

**Supervisory responsibility:**

No direct supervisory responsibilities

**Knowledge, Skills and Abilities**

**Minimum Qualifications:**

Maintain CPR, first aide, able to read, write, and draw sketches. Maintain a valid Missouri Class "E" Drivers License with a safe driving record. Cartography skills allowing effective operation of CAD or GIS systems. A working knowledge of industry systems layouts, including construction units, spatial and attribute data manipulation. Working knowledge of ESRI ArcMap or related applications, knowledge of CIS/GIS data relationships and GIS related networks. The ability to read, write,

maintain clear communications and interpersonal skills for employee and member contacts are essential. Excellent writing skills and oral communication skills including telephone communication.

**Preferred Qualifications:**

Must have the ability to learn to use specialized equipment and to read and apply schematics. Able to recognize problems and to make prompt repairs. Must be able to utilize electrical and mapping documents and report information as needed. Have knowledge of land-based coordinate systems and an understanding of electrical distribution models. Should also have excellent PC skills including Word, Excel, and Access and general data entry.

**Working Conditions**

Work schedule is a flexible part-time schedule working between 15 and 30 hours per week. Observe and abide by all company policies, procedures, goals and objectives. Able to work well and complete duties under stress, deadlines, and while attending to multiple duties simultaneously. Tolerate prolonged periods working in repetitious jobs. Will be required to work in all types of work environments including but not limited to shop, outside weather, and remote job site. Subject to the hazards of working with energized equipment, all weather conditions, and handling hazardous waste products. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

Employees will be required to comply with the following physical requirements:

Physical Requirements	N/A	Rarely	Occasionally	Frequently	Regularly
Standing			X		
Walking			X		
Climbing		x			
Sitting					x
Stooping/Kneeling			X		
Lift/Carry up to 15 lbs					x
Lift/Carry up to 30 lbs			X		
Lift/Carry up to 50 lbs		x			
Push/Pull up to 25 lbs of exertion					x
Push/Pull up to 50 lbs of exertion		x			
Work below waist level		x			
Work at waist to shoulder level			X		
Work above shoulder level		x			
Reach further than arm's length				x	
Fingering					x
Grasping/holding					x
Talking					x
Hearing					x
Seeing					x
Working in confined spaces	x				
Exposed to extreme temperatures		x			
Operate tools or machinery (incl. Office equipment)					x
Operate motorized		x			

vehicles/equipment					
Works at heights balancing	x				
Use/exposed to hazardous substances	x				

**Language Skills**

Ability to read and interpret general documents, such as safety rules, operating and maintenance instructions, and procedure manuals.  
Clearly communicate with others and write routine reports

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Employee Signature

\_\_\_\_\_  
Date