

MORGAN COUNTY RURAL ELECTRIC ASSOCIATION
Fort Morgan, Colorado



DESCRIPTION OF DUTIES, RESPONSIBILITIES AND QUALIFICATIONS
OF
GIS SPECIALIST
Job Code 16S/49014

Purpose of the Position:

The position of GIS Specialist is a professional and technical specialist with proven proficiency in performing a variety of analytical and Geographic Information Systems (GIS) assignments that provide for the development, enhancement, and maintenance of the Association's GIS by providing necessary data, drawings, and assistance to aid in the planning, design, analysis, installation, and maintenance of the Association's electric distribution system. The GIS Specialist shall be responsible for the creation/maintenance of all locations and related connects/disconnects of equipment records in the Association's Equipment Information System (EIS) as well as assisting in the incorporation of this information into the Association's GIS.

Essential Responsibilities:

- A. Assists in the maintenance of the Association's GIS, by obtaining, updating and implementing all information pertaining to the electric distribution system that is provided by the engineering and operations departments through staking sheets and various other reports.
- B. Utilizes GIS based products to update maps and to maintain and update graphical libraries, symbol libraries, and databases
- C. Responsible for the creation/maintenance of all equipment locations and related connects/disconnects of equipment records in the Association's EIS.
- D. Obtains, updates and implements all information relating to the Association's transportation and land-use datasets such as roadways, waterways, and state, county, township, city and individual property boundaries.
- E. Maintains GIS data integrity by obtaining and integrating pertinent customer and equipment information through a dynamic link between the Customer Information System (CIS), EIS and GIS.
- F. Interfaces with Engineering, Operations, and other departments to proactively identify GIS-related needs and cooperatively evaluate, select, and implement appropriate solutions to meet those needs.
- G. Sets standards and provides oversight of quality control for all GIS database system related drawings and information to maintain data integrity of geodatabases. Oversees third party vendor activities for accuracy and standards compliance.

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- H. Assists in the preparation of system planning and operational studies (such as construction work plans, long range plans, and sectionalizing studies) by providing the system engineer(s) with an updated electric distribution system model to be used in performing engineering analysis and incorporating the results of these analyses into the Association's GIS.
- I. Works with end users, management, technical staff, associates, consultants, and vendors to investigate and translate requests into project requirements, and further, into definitions and specifications for data acquisition, management, and presentation.
- J. Provides necessary GIS data, drawings, and assistance required by employees to aid in the planning, design, analysis, installation and maintenance of the electric distribution system.
- K. Provides all pertinent GIS data, drawings, and assistance to external engineering firms and/or governmental agencies for use in a regional GIS.
- L. Responsible for transmitting and receiving GIS data to/from outside design consultants including installation of required software and training.
- M. Provides training in use of GIS and electronic staking program as directed, and provide quality control related to use of electronic staking program.
- N. Creates and revises drawings, graphic displays and exhibits as directed.
- O. Uses several different computer software packages such as ESRI, Milsoft and National Information Solutions Cooperative's Mapwise and Outage Management System modules to customize and enhance the performance of the GIS and maintain the accuracy of the Association's connectivity model.
- P. Recommends to the Manager of Engineering where improved efficiencies for the networking, usability, and operation of GIS technology and related hardware and software may exist. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively with other departments.
- Q. Performs complex analysis, design, testing, documentation, and implementation of project definitions and specifications. Designs and maintains data files and structures as needed.
- R. Designs and develops spatial queries to maximize the value of the Association's various datasets.
- S. Assist with installs and troubleshoots problems with the GIS mapping system, assists with installation of applications and upgrades, and assists users in resolving software problems.
- T. Proficiently operates a personal computer, plotter, printer and copy machine. Efficiently uses Windows based software including, but not limited to, Microsoft Windows, Excel and Word.
- U. Assists in the maintenance of department files pertaining to electric distribution system equipment.
- V. Keeps informed on the Association's policies, plans, programs and rates. Attends safety meetings, training and other employee meetings as required.

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- W. Promotes a safety culture in which safety is a value. This culture is based on joint and individual engagement, ownership, and accountability regarding job safety and responsibility to perform work safely and adhere to safe work practices.
- X. Practices proper traffic procedures and complies with all traffic laws, rules and regulations while operating an Association vehicle, and performs the essential functions of the position in a safe and efficient manner.
- Y. Cares for and maintains all Association assigned equipment and supplies.
- Z. Performs other duties as necessary or required.

Must Be Able To:

Speak and write clearly and accurately

Use personal judgment and know facts to make decisions and deal with problems

Use computer technology to solve problems or process large amounts of information

Use advanced logic and scientific thinking to solve a variety of complex problems

Understand and use advanced math and statistics

Use technical terms, math and computer symbols and complex charts and graphs

Physical Demands:

Must be able to lift 25 lbs. maximum and occasionally lift or carry such articles as Notebook computers, GPS equipment, pole coordination tools and tags, computer printouts, notebooks, small tools, etc. Must be able to walk in an outdoor setting while negotiating changing terrain, fences and other obstacles. Other occasional requirements are reaching, handling, fingering, feeling, talking, hearing and seeing.

Environmental Conditions:

Work is performed both inside and outside, although not usually outside in inclement weather. There may be moderate safety hazards, primarily from the outside environment.

Math Skills:

The GIS Specialist position requires mathematical development sufficient to be able to deal with systems or real numbers, algebraic solution of equations and probability and statistical inference. Must also be able to apply fractions, percentages, ratio and proportions.

Language Skills:

Must be able to read and understand instructions and safety rules.

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Relationships To Data, People and Things:

Must be able to compile, gather, collate or classify information about data, people or things. Reporting and/or carrying out a prescribed action in relation to information is frequently involved.

Must be able to speak or signal when talking with people to convey or exchange information. This includes giving assignments and/or directions to helpers or assistants.

Must be able to handle hand tools, and/or special devices to work, move or carry objects or materials. This involves little or no latitude for judgment with regard to attainment of standards or in selecting the appropriate tool, object or material.

The GIS Specialist shall secure approval from the Manager of Engineering in making decisions when policies are not clear or adequate or require interpretation.

Safety Training:

Employees shall be trained in and familiar with safety related work practices, safety procedures and other safety requirements in the Association's safety manual that pertain to their respective job assignments.

Employee shall attend regularly scheduled safety training meetings for training in all areas that pertain to their respective job assignments. Employee shall have a fundamental knowledge of basic first aid, cardiopulmonary resuscitation, safe driving responsibilities and emergency Mayday procedures.

Specific Vocational Preparation:

Specific vocational preparation includes a combination of apprentice training, in-house training, on-the-job training, vocational education which does not duplicate education/experience listed below and/or essential experience in less responsible jobs.

This position should include 6 to 12 months' on-the-job experience required to perform the specific job duties.

Certification:

Qualified candidates must have a valid Colorado driver's license (or ability to obtain as required under State of Colorado regulations) and a driving record, which is acceptable and insurable by the Association and the Association's insurance carrier at standard group rates.

GIS Certification is not required, but desirable.

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Position Specifications:

- A. Fair Labor Standards Act Provisions
The position of GIS Specialist is a non-exempt position under the provisions of the Fair Labor Standards Act and is subject to the Association's policies and procedures pertaining to overtime hours and premium pay.

Education/Experience:

1. Must possess a high school diploma and a two-year technical degree in GIS, electrical technology or related field experience required. Additional electrical utility and/or GIS experience preferred. Closely related and progressive job experience may substitute for a portion of the educational requirements.
2. A minimum of six (6) months prior experience in an office or business setting is required. Activities of previous positions should have included work similar to this position and regular contact with people outside of the organization.
3. Must be familiar with US Department of Agriculture's Rural Utilities Service construction units and electrical industry standards.
4. Preference will be given to those candidates with extensive experience working in a GIS-related capacity for an electric utility.
5. Must be able to maintain a positive professional attitude.
6. Must be able to perform the essential elements of the position of the GIS Specialist competently, following a training period of not to exceed twelve (12) months. Must possess personal characteristics which will make employee a productive work team member, including: high integrity, good personal habits and regular attendance at work. Should be friendly and able to meet people easily and adjust to different personalities. Should be able to gain and maintain respect of others, both inside and outside of the organization.
7. Must be able to use a personal computer, including spreadsheets, databases, and word processing.
8. This position works with both concrete (factual) and abstract information and can be expected to assimilate and communicate that information in understandable ways to others.
9. Work is generally performed in an office setting in a controlled environment. Work may include field data collection which necessitates driving or walking

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along REA facility right-of-way in an outdoor setting. The noise level for this position is normally low and the work area is not crowded.

Required to submit to random controlled substances and alcohol testing.

All employees will maintain a business-like personal appearance.

Reviewed with applicant/employee on: _____ by _____
(Date)

Applicant/Employee Signature _____